



EXECUTIVE ASSISTANT TO THE DIRECTOR OF MINISTRIES

JOB DESCRIPTION

Department:	Ministries Department
Reporting to:	Director of Ministries
Responsible For:	N/A
Location:	175 Tower Bridge Road, London, SE1 2AH
Salary:	£33,000 to £36,000

About us

At London City Mission we are passionate about sharing the love of God and the good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do that, we have developed a set of values which shape the way we work and relate with each other:

Rooted in Christ

We are prayerfully dedicated to doing God's will and living in His way, according to His word

Christ-Like Love

We look not to our own interests but to the interest of others because we are united as brothers and sisters in Christ

God Glorifying Excellence

We pursue the best that we can to glorify God and serve each other in all we do

Spirit-Inspired Perseverance and Courage

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

Overall Purpose of The Role

The Executive Assistant to the Director of Ministries position is an organisational and administrative support role for the office of the Director of Ministries (DoM). The purpose of the role will be to support the DoM to enable delivery of the strategic priorities of the Director's office, which range from mobilising missionary teams in the field to facilitating the Director's effective engagement with external key contacts and LCM departments.

The role-holder will work in a positive way in partnership with the DoM. They will provide efficient and effective support to the DoM ensuring they are fully briefed on all current and anticipated issues. The activities of the role will include developing internal systems alongside ensuring the Director is provided with excellent administrative support on a day-to-day basis. It will require excellent organisational and communication skills along with the ability to work sensitively within a diverse theological and cross-cultural context.

Summary of Main Responsibilities

Department Administrative Management:

Liaise with LCM's Leadership Team, CEO's Office, and the Director of Ministries (DoM) Direct Reports to support effective two-way communication between them and the delivery of the DoM's priorities.

- Support the DoM in communications with a range of external stakeholders, developing and promoting effective liaison and partnership working with them.
- Engage with London City Mission Support Teams and Field Staff as needed.
- Prepare research presentations or reports for internal and external forums, including Board-level reporting.
- Read and analyse incoming memos, reports and other communications and distribute them within the Department as relevant, e.g., Ministries in-box
- Under the direction of the Director of Ministries, assist in the intake of new field staff
- Assist with or lead on other Departmental projects as required.

Executive Assistant:

Support the DoM in all duties as needed, including:

- Manage the diary and schedule of DoM;
- Organise and schedule meetings.
- Address and prioritise the competing demands on the DoM's time/diary, to ensure an appropriate balance in the day's scheduling in line with the DoM's preferences and responsibilities.
- Ensure that appointments are planned and co-ordinated appropriately and run to schedule; and
- Ensure that the DoM has been briefed and has the required documentation for all appointments.
- Organise meetings (Departmental and external), hospitality, workshops and events including inviting and explaining arrangements to others, especially for Trustee sub-committees and programme boards.
- Ensure DoM is reminded of important tasks and deadlines.
- Ensure appropriate and timely responses to all correspondence to and from the DoM;
- Prepare meeting agendas and associated papers and distribute to attendees.
- Minute meetings and circulate minutes quickly to relevant staff.
- Handle routine correspondence drafting accurate responses in a timely manner.
- Book business travel arrangements.
- Prepare and deliver monthly reports.
- Produce PowerPoint presentations and present as delegated.
- Ensure the DoM's files are maintained for remote working access.
- Develop and implement robust work processes and systems
- Organise and maintain office filing systems (paper and electronic).
- Manage the office supplies inventory and general office environment.

- Maintain a strong working relationship and liaise with other relevant departments across the Organisation as needed.
- Liaise with external guests and contacts as needed.

Support the Head of Ministries Operations as needed, including:

- Assist in department-wide projects and events.
- Maintain up-to-date documents for cross-functional working.
- Represent the department in cross-functional working groups as delegated; and
- Proactively identify efficiencies that could be realised.

Expected Standards

- Employees are expected to fully participate in the spiritual life of the organisation including attending the annual week of prayer, monthly Team Days and weekly/daily staff prayer meetings.
- Employees also have a duty to take due care of their own Health and Safety and that of others in their working environment.
- Ensure compliance with General Data Protection Regulation principles and practice.

Key external relationships:

- Evangelical Alliance
- Other Mission/Christian Organisations/ Churches
- Senior Ministers/Pastors of Churches

Key internal relationships:

- London City Mission Board members
- Members of the Leadership Team
- Ministries Department Team –Field Directors, Mission Mobilisation Managers, Head of Ministries Operations, Director of Ministries
- EA to Chief Executive Officer
- Ministries Department Field Staff
- Training and Mentoring Department
- Fundraising and Supporter Partnership Team
- HR Department
- Property Team
- Central Services Leaders Forum

A. Specialist Competencies:

Essential

- Experience of working in an Executive Assistant role for a Director-level individual and working with minimum supervision including diary management and servicing meetings.
- A practicing evangelical Christian.
- Clear evidence and demonstration of church gospel ministry, mission and Evangelism.
- Strong interpersonal skills to credibly deal with stakeholders at all levels both internally and externally.
- Ability to exercise sound judgement, maintain discretion and confidentiality.
- Strong organisational skills and an aptitude for forward planning, with an ability to prioritise.
- Excellent communication skills with the ability to present information in a clear and logical way.
- Ability to analyse information, write and present reports to all levels of the organisation.
- Ability to conduct research.
- Ability to gather data, collate and present from a mixture of internal & external sources.

- Strong team player, able to work closely with senior staff.
- Ability to respond quickly and adapt to changing priorities and workflow.
- Ability to undertake a diverse range of tasks at the same time.
- Ability to use initiative and creativity.
- Ability to ensure accuracy, with strong attention to detail.
- Personal resilience and self-awareness.
- Proficient user of Microsoft Outlook, Teams, SharePoint, Word, PowerPoint, and Excel.
- Experience of setting up, hosting and supporting those presenting in online forums.

Desirable

- Understanding of cross-cultural urban mission.
- Educated to degree-level or equivalent.
- Experience of working in a Christian charity.
- Project management experience.
- Research and data analysis.
- Event management experience.
- Organisational budget management experience.
- Microsoft Dynamics 365 experience.

B. Personal Competencies

1. **Motivation:** Understands the main aim of LCM's strategy and of their role and the work of the Ministries Department in supporting that. Is motivated to deliver the full scope of their role as set out in this Job Description.
2. **Judgement:** Makes timely and sound judgements and decisions on a range of issues, creating practical solutions to problems, seeking advice and approval from their line manager and other colleagues, as appropriate; ensures these are aligned with LCM's strategy and goals, and that LCM make the most of opportunities. Applies Godly wisdom.
3. **Planning and organising:** Commit plans to the Lord. Able to balance the twin priorities of supporting the activity of the Director's office to a high standard whilst also working effectively to make progress in a range of Ministries Department activities. Able to look well ahead and develop clear and workable plans to get things done in a timely, effective, and efficient way. Monitors progress against targets, event planning, project work and keeps things on track, whilst being flexible to adjust plans if needed. Prepares and co-ordinates well.
4. **Relationships:** Able to build and maintain fruitful working relationships with a wide range of internal and external stakeholders. Resolves conflicting priorities well and graciously. Able to communicate well with a wide range of internal and external stakeholders, including with Senior church and other ministry leaders.
5. **Collaboration and Teamworking:** Co-operates well with others and shares knowledge and expertise to support their work and development. Willing to learn from others. Works as part of a team, contributing to team goals and encouraging and supporting other team members. Works collaboratively within their own team as well as with colleagues across LCM (Field and Head Office).
6. **Drive:** Focuses on agreed priorities and manages time and effort to deliver excellence, to make progress against plans, and to achieve targets. Innovates and works to improve communication and systems to support office and field-based staff. Proactive to get things done and to keep things on track. Stewards their time and resources well. Anticipates potential blocks to progress and finds a way forward, asking for help and advice from their line manager and other colleagues when required. Takes initiative to develop new or better ways of working to meet specific departmental needs or opportunities.
7. **Values:** Our four LCM values clearly shape the way they work and relate with others.



This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of the organisation's changing needs.

Here are some of the benefits we offer you:

- 25 days annual leave
- 3 additional days off work to be taken by all staff in between Christmas and New Year as fixed days
- Additional leave on all bank holidays
- Blended approach to work - with some flexibility over days in the office and working from home
- An attractive pension scheme with LCM contributing 11.5% of salary
- Clear Christian values underpinning all we do
- Regular LCM and team prayer events; monthly whole of LCM team days with worship, teaching, prayer, and updates; and an annual week of prayer in January
- Season ticket loan option (following completion of probation for permanent employees)
- Cycle to work scheme
- Support for professional membership subscriptions and CPD
- Active staff forum to ensure staff have a voice in people, well-being and safety matters
- Employee Assistance Programme

OCCUPATIONAL REQUIREMENT

London City Mission is an organisation committed to preaching the Christian gospel to the people of London.

The Director of Ministries is expected to conduct the business of the London City Mission in line with the Mission's Evangelical Christian ethos and as such the Director's Executive Assistant needs a full understanding of their requirements as related to the Christian Faith.

The Ministries Department is expected to conduct the business of the London City Mission in line with the Mission's Evangelical Christian ethos. The Executive Assistant to the Director of Ministries will represent the London City Mission with professional administrative skill and communication, and liaise to the highest levels of the organisation, as well as with senior Christian Ministries and Church Leaders in London and the UK. They will also need to serve the Field Mission employees of the LCM who work sacrificially because of their Evangelical Christian faith. The Executive Assistant must have a willingness to share their journey to faith and the life-transforming message of the gospel, lead and join in Christian prayer meetings and pray for the work of the Mission. It is therefore essential that the person appointed for this role has a full understanding of the Christian ethos which provides the basis for the strategy and objectives of the London City Mission.

Employees are required to agree to the Mission's Statement of Faith and Conduct.

This job description does not form part of a contract of employment.

How to Apply

To find out more about this role, and how to apply, please contact Charisma Charity Recruitment who will be handling all applications for this role on behalf of London City Mission.

Your application, which should include a CV and covering letter explaining clearly your suitability for this particular role.

Closing date for applications: Wednesday 6th August

Charisma can be reached at the following:

Contact person: Nick Thomas (Senior Consultant)

Email: info@charismarecruitment.co.uk

Phone: 01962 813 300

Your application should be submitted through the [Charisma Charity Recruitment website](#).

For shortlisted candidates the selection process will include one stage, involving tasks and a panel interview. The panel interview will be with senior LCM colleagues who will prayerfully assess and seek to discern the selection of the right candidate.

Further details of the interview process and dates will be sent to short-listed candidates.

