



Executive Assistant and International Coordination Administrator

Candidate Pack
June 2026

INTERNATIONAL
MISSION TO
JEWISH PEOPLE



charisma
CHARITY RECRUITMENT



CONTENTS

Section one - Introduction

- Welcome from Joseph Steinberg, CEO

Section two - About us

- History
- Funding
- Organisation chart

Section three - Job description

- Overview
- Specific requirement
- Key responsibilities

Section four - Person specification

- Person specification
- Success in the role

Section five - How to apply

- How to apply



1 Introduction



From Joseph Steinberg, CEO

Thank you for your interest in the Executive Assistant and International Coordination Administrator role at International Mission to Jewish People (IMJP). This job description and person specification will give you a clear picture of the role and the kind of person we're seeking to join our team. You can also find out more about our ministry and vision by visiting our website, www.imjp.org.

It has been my privilege to serve as CEO of IMJP for the past twelve years, and I remain deeply thankful for all that God continues to do through this mission. Since 2014, IMJP has grown significantly, not only in income and expenditure, but in the reach, depth, and impact of our work. As we look ahead, we are entering a new season of opportunity and responsibility, with a growing need to strengthen and sustain our fundraising activity.

At the heart of IMJP is a clear and enduring calling: to share the Good News of Jesus the Messiah with Jewish people. This mission, established over 180 years ago, is as urgent today as it has ever been. Across Israel, the diaspora, and beyond, we continue to see opportunities to engage, serve, and proclaim the gospel, and we are grateful for the faithful supporters who make this possible.

We are acutely aware that the events of October 7, 2023, and the ongoing conflict in the Middle East have brought profound challenges and sensitivities for Jewish mission. In the midst of this complexity, we remain convinced that the gospel offers the only lasting hope for reconciliation and peace. It is vital that our work continues with wisdom, compassion, and faithfulness.



This role is an important part of enabling this mission to flourish. We are therefore seeking someone who can bring precision, initiative, and dedication to supporting the CEO's leadership, coordinating our international network, and ensuring the smooth running of our governance and administration.

This role will suit someone who thrives on keeping complex operations running smoothly, enjoys working across multiple priorities and time zones, and takes quiet satisfaction in enabling others to lead well. Above all, we are looking for a committed Christian whose faith shapes their work, and who shares our desire to see Jewish people encounter Jesus as Messiah.

If this role resonates with your skills, experience, and sense of calling, we would be delighted to hear from you. Thank you for taking the time to consider joining IMJP, and please do pray for us as we seek God's leading in this appointment.

2

About us



Sharing about Jesus across the world

For almost 200 years, in response to God's calling, International Mission to Jewish People has been taking the Good News of Jesus to the Jewish people.

We do this because we believe that this Good News is for everyone.

In the same way, we believe that the Church is for everyone and that there is nothing but good that might come from seeing a universal Church enriched by the faith and discipleship of Jewish believers.

History

International Mission to Jewish People has been at the cutting edge of cross-cultural mission since the mid-nineteenth century and was formed by people with a vision and passion for the salvation of the Jewish people. Originally the British Society for the Propagation of the Gospel among the Jews (BJS), the Society was founded at an inaugural meeting in Regent Square, London on 7 November 1842 and was supported by British evangelical leaders such as Robert Murray M'Cheyne and the great Baptist preacher Charles Haddon Spurgeon.

The Holocaust brought the work of Jewish mission in Europe to a grinding halt but through the heroic efforts of the Society's director Rev I E Davidson, over a hundred Jewish children were air-lifted from certain death in Nazi-occupied Europe. A significant number of those children became believers and of those who came to faith, a high proportion went into Christian ministry.

As the work of the BJS expanded, in 1965 the mission became the International Society for the Evangelization of the Jews (IJS) and eleven years later joined with the Barbican Mission to the Jews, founded in 1879, to become Christian Witness to Israel.

Nearly 200 years after it came into existence, International Mission to Jewish People is still at the cutting edge of cross-cultural, multi-cultural, international and interdenominational mission to the Jewish people, sharing the Good News that the Messiah promised through the ancient Jewish prophets has come, and his name is Jesus. IMJP is on the threshold of yet more exciting change as we seek to respond to the challenge and commission taken up by our founders to proclaim Jesus as Messiah and Lord to Jewish people today.

2

About us



Funding

We are a faith mission and, as such, depend on God to provide for our needs. Nevertheless, IMJP seeks to raise funds by making its work known through public meetings, Christian events, as well as print and e-media.

Members of staff do a lot of the work on the ground by presenting the mission work of IMJP at churches and Christian fellowships, and through the IMJP's publications.

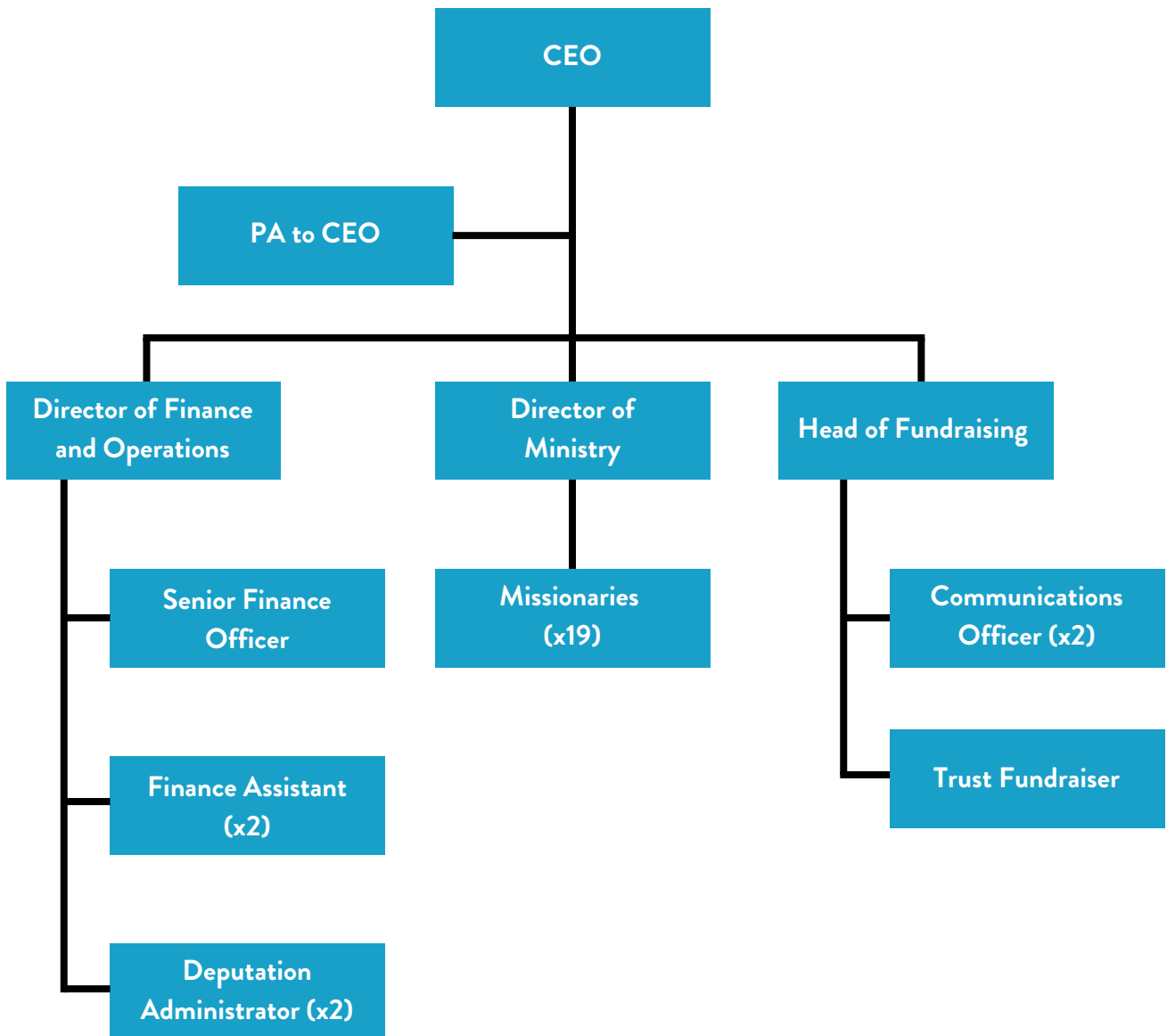
Current and historical financial and associated information can be found in the Trustees' Annual Report & Accounts, available on the Charity Commission website.



2 About us



Organisation chart 2026



3

Job description



Job Title: Executive Assistant and International Coordination Administrator
Reports To: Chief Executive Officer
Location: Eynsham office or Remote with meetings in the office every 2nd week
Hours: 17.5 hours per week (0.5 FTE)
Salary: £30,000 FTE depending on experience (actual salary £15,000 per year)
Contract: Permanent / Part-time

Purpose of the role

To provide high-quality administrative and coordination support to the Chief Executive Officer in both his role as CEO and his role as International Coordinator of the Lausanne Consultation on Jewish Evangelism (LCJE).

The role exists to ensure that administrative, governance, organisational, and coordination responsibilities are handled efficiently, allowing the CEO to focus on leadership, relationship building, fundraising, communications, strategic priorities, and international representation.

Key Responsibilities

Executive Support

- Manage and coordinate the CEO's diary where required.
- Arrange meetings, calls, and appointments.
- Act as a first point of contact for selected enquiries.
- Assist with travel arrangements, accommodation bookings, and itineraries.
- Provide administrative support for CEO projects and initiatives.
- Help manage follow-up actions arising from meetings and discussions.
- Maintain accurate records, files, and correspondence.
- Provide administrative support that enables the CEO to focus on strategic priorities and external relationships.

Governance and Board Support

- Assist in preparing board and committee meeting packs.
- Coordinate meeting schedules and trustee communications.
- Support the preparation and distribution of agendas and papers.
- Produce and maintain action logs and decision records.
- Assist in the preparation and circulation of meeting minutes using AI-assisted tools where appropriate.
- Ensure governance records are maintained accurately and securely.
- Support the smooth administration of board and committee processes.

3

Job description



Planning, monitoring, and reporting

- Maintain accurate records of applications, grants, and reporting requirements using IMJP's systems
- Monitor progress against agreed income targets and provide regular updates to the Head of Fundraising
- Support the effective monitoring of restricted funds to ensure compliance and avoid double funding
- Contribute to the development of trust fundraising plans and priorities

LCJE International Coordination Support

- Provide comprehensive administrative support to the International Coordinator of the Lausanne Consultation on Jewish Evangelism (LCJE).
- Schedule and coordinate international meetings across multiple time zones.
- Maintain accurate membership records and oversee the annual membership renewal process.
- Respond to routine membership enquiries and ensure member information is kept up to date.
- Administer and maintain the LCJE website, ensuring information remains accurate, current, and accessible.
- Coordinate the collection, preparation, and publication of network communications and updates as required.
- Support the planning and administration of international consultations, conferences, and other network events.
- Manage conference registrations and attendee administration.
- Coordinate conference logistics, documentation, delegate communications, and follow-up activities.
- Maintain databases, mailing lists, and communication platforms used by the network.
- Track actions, deadlines, and commitments arising from meetings, committees, and projects.
- Gather reports, updates, and information from network participants and assist with their distribution.
- Ensure the smooth administrative functioning of the international network and provide practical support to the International Coordinator in delivering the network's objectives.

Systems and Administration

- Use modern digital tools and AI systems to improve efficiency and reduce administrative burden.
- Maintain organised electronic filing and record-keeping systems.
- Identify opportunities to improve administrative processes.
- Ensure routine administrative tasks are completed accurately and on time.
- Contribute to the development of efficient administrative systems that support both the CEO and LCJE functions.

4

Person spec



Person Specification

Essential

- Excellent organisational and administrative skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities simultaneously.
- High level of discretion and confidentiality.
- Strong IT skills and confidence using modern digital tools.
- Ability to work independently with minimal supervision.
- Experience coordinating meetings, projects, events, or administrative processes.
- Strong follow-through and ability to manage multiple ongoing tasks and deadlines.
- Strong ability to think ahead and plan and act accordingly

Desirable

- Experience supporting senior leaders.
- Experience working within charities, churches, mission agencies, membership organisations, or international networks.
- Experience supporting boards, trustees, or governance processes.
- Experience administering websites, databases, and membership records.
- Experience coordinating conferences or events.
- Experience using AI productivity tools and meeting transcription platforms.
- Sympathy with the mission and values of the organisations.

Success in the role

Success will be measured by the effectiveness with which administrative, governance, coordination, and follow-through responsibilities are delivered, enabling the CEO and the LCJE International Coordinator function to operate efficiently and effectively.

The postholder will be expected to take ownership of administrative processes, maintain high standards of organisation, ensure commitments are followed through, and contribute to the smooth functioning of both the organisation's leadership and its international network responsibilities.

5

How to apply



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

Charisma can be reached at the following:

Contact person: Adam Stacey
Email: info@charismarecruitment.co.uk
Phone: 01962 813 300

Your application should be submitted through the [Charisma website](#) and include your CV and supporting statement explaining clearly your suitability for this particular role.

This post is subject to an Occupational Requirement that the postholder is a practising Christian, per part 1 of Schedule 9 of the Equality Act 2010. During the vetting interview, you will be invited to share your personal Christian journey and involvement in church.

Closing date: Applications are being reviewed on receipt and interviews will be conducted on a rolling basis. When a suitable candidate is found the role will close, so please apply without delay to avoid disappointment.



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