

Job Description

PA TO THE AOG NATIONAL LEADERSHIP TEAM



Purpose

To serve the team of the AoG national Leaders office, the PA role is focused on assisting National Leader's EA and senior team helping to ensure the smooth running of the AoG National leader office and office based functions.

Key Tasks and Responsibilities

1. Assist the senior team with Calendars, meeting, communications and mail.
2. Organisation of ministry engagements and appointments including diary, travel and accommodation, at all times
3. Support the team with project and event management as required.
4. Ensure venue is prepared for receiving guests and appointments.
5. Organise, take minutes and disseminate action plans for any meeting as required by the National Leader or other senior staff
6. Coordinate internal and external communication
7. Liaising with the senior pastors office of !Audacious Church to ensuring cohesion between National Leader office and !Audacious church office
8. Assisting in organising the itinerary, accommodation, hospitality and gifts for visiting ministry and guests of the National Leader.
9. The successful candidate will assist with ensuring that all aspects of hospitality, communication, logistics and preparation prior to any meeting/visitor/guest are run efficiently and effectively
10. Liaising with overseas contacts and key relationships.
11. Assisting in coordination and execution of all administrative tasks for all ministry dates for the National Leader including all flights, accommodation, ground transport and host communication.
12. Manage monthly finances including credit card reconciliation, expenses, invoicing for external ministry
13. The PA will be expected to do general administrative tasks connected to the National leader ministry reconcile credit card and submit related expenses.

Financial Authorities

Tbc

Reporting Line

Responsible to: National leader and EA

PERSON SPECIFICATION
PA TO THE AOG NATIONAL LEADERSHIP TEAM

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE in English 	<ul style="list-style-type: none"> A level 3 or above qualification in a relevant area
Experience	<ul style="list-style-type: none"> Previous experience in a PE/EA role 	<ul style="list-style-type: none"> Previous experience within a religious organisation
Skills	<ul style="list-style-type: none"> Proficient in the use of Mac, Microsoft office, Google suite and other relevant software. Excellent written & verbal communication skills. The ability to work accurately with a high attention to detail Effective time management skills – be able to prioritise work and meet deadlines. 	
Personality	<ul style="list-style-type: none"> Good interpersonal skills. The ability to engage with people at all levels Self-motivated but able to work as part of a team. 	
Misc.	<ul style="list-style-type: none"> Comfortable working in a Christian organisation. Experience and knowledge of Christian ministry A full UK driving licence and access to a vehicle Be able to work flexibly and be able to commute between Manchester and Mattersey as required 	