

Job Vacancy

PA TO THE AOG NATIONAL LEADERSHIP TEAM



AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team are shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We are looking for an experienced PA 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.

This is a diverse role and will involve dealing with all correspondence, diary management, making travel arrangements and other duties that will ensure that the team are equipped to function at the highest level.

The ideal candidates will be highly organised and self-motivated with relevant experience, previous experience within a Christian organisation would also be desirable.

For a Job description and Person specification please [click here](#)
For an Application form please [click here](#)

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| Hours | 35 hours per week |
| Location | Manchester (must be able to work flexibly and be able to commute between Manchester and Mattersey if necessary) |
| How to Apply | Please complete an AoG Application form and return to: Alison Purcell HR Manager AoG Incorporated, National Ministry Centre Retford Road, Mattersey Doncaster DN10 5HD Or email: Alison.Purcell@aog.org.uk |
| Closing Date | Thursday 16 th May 2019 |

