

<b>Job Title:</b>	<b>Executive Personal Assistant</b>
<b>Reports to:</b>	Operations Manager
<b>Responsible to:</b>	General Secretary
<b>Contract:</b>	Fixed Term 18 months Immediate start available
<b>Hours per Week:</b>	Full Time, (37.5 hours per week ) Immediate start available
<b>Location:</b>	Edgehill House, 9 Lennoxvale, Belfast BT9 5BY
<b>Pension:</b>	Enrolment in Group Pension Plan
<b>Salary:</b>	£27,942
<b>Annual Leave:</b>	20 days (pro-rata) plus 3 additional days between Christmas and New Year
<b>Public Holidays:</b>	12 Statutory Holidays
<b>Applications</b>	Returned no later than Wednesday 18 <sup>th</sup> September 2024 at 12 noon.
<b>Date of Interview:</b>	Monday 23 September at Edgehill House, Belfast.

**The Methodist Church in Ireland is a community of people drawn together by God's love who seek to live wholeheartedly as followers of Jesus for the transformation of the world.**

#### **Main Purpose of the Role:**

The Executive Assistant will provide comprehensive and professional support to assist in the effective running of the office of the General Secretary of the Methodist Church in Ireland ensuring that excellent administrative arrangements are in place to assist with the many aspects of the role.

The successful applicant will be competent in planning, resourcing and coordinating meetings both face to face and online and in liaising with the Team based in Edgehill House, the District Superintendents, a wide range of Methodist Committees and Working Groups, and other denominations, community and government bodies.

This is a support role in which it is envisaged that the Executive Assistant will work alongside the General Secretary, using their initiative in helping to ensure that all

aspects of their areas of responsibility are effectively and efficiently supported, developed, resourced and administered.

### **Main Duties**

Support the General Secretary in day-to-day tasks by liaising with Office holders and Committee chairs ensuring tasks are progressed

Provide excellent administrative support to the General Secretary, including extensive diary management

Support the General Secretary in all aspects of the development of good governance across the Church

Organise meetings, preparing and collating information and taking minutes at various meetings as and when required. documentation for which the General Secretary is responsible

Draft letters on behalf of the General Secretary

Follow through on tasks, chasing actions where necessary and ensuring deadlines are met

Participate in the planning and delivery of the annual Conference

Act as first point of contact, dealing with correspondence and telephone calls while preserving confidentiality

Arrange travel, transport and accommodation when required.

### **Other duties**

Attend staff meetings.

To work as a member of the Administration Team and contribute to its overall effectiveness.

To promote, develop and maintain good public relations.

Meet and greet visitors, organising refreshments as required

Any other duties commensurate with the role

## PERSON SPECIFICATION

### Executive Personal Assistant

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>3 x A Levels (or equivalent) at Grade C or above</p> <p>Educated to Degree level or equivalent and at least 3 years' experience in a senior role in industry, private practice or within the charitable sector.</p> <p><i>or</i></p> <p>Minimum of 3 years' experience in a senior role in industry, private practice or within the charitable sector.</p>	
<b>Experience</b>		<p>Experience of working in a church or faith-based charity context</p> <p>Experience of working with volunteers</p> <p>Experience of managing a process of change and adaptation</p>
<b>Skills</b>	<p>Highly proficient in the use of MS Office / MS 365.</p> <p>Excellent organisational skills including planning, setting priorities and meeting deadlines</p> <p>Experience of electronic diary management and scheduling online meetings</p> <p>Confident in supporting a demanding workload</p> <p>Excellent communication skills; verbal, written and oral</p> <p>Excellent interpersonal and collaboration skills</p>	

	<p>Able to work on own initiative and a task completer</p> <p>Able to work as part of a team</p> <p>Concern for excellence and attention to detail</p> <p>Ability to work well under pressure</p> <p>Resilient and reliable</p>	
<p><b>Personal / character</b></p>	<p>Enthusiastic approach</p> <p>Willingness to work with respect to the aims and ethos of the Methodist Church in Ireland</p> <p>Willingness to assume responsibility</p>	