BELFAST 2026 & 2027 – PERSON SPECIFICATION
BILLY GRAHAM EVANGELISTIC ASSOCIATION UK

Position Title:	Administrative Assistant
Department:	Billy Graham Evangelistic Association (God Loves You Tour – Belfast)
Contract Period:	Full Time, Fixed Term Contract ending July 2027
Location:	Belfast Office based, Innovation/Catalyst Building
Reporting To:	Director of Engagement & Manager of Bus Engagement
Collaborating with:	Tour Training Administrative Assistant, Database Coordinator and BGEA Belfast team
Authorised By:	Executive Festival Director
Effective Date:	November 2026

MISSION STATEMENT (Organisation Overview)

The Billy Graham Evangelistic Association exists to support and extend the evangelistic calling and ministries of Billy Graham and Franklin Graham by proclaiming the Gospel of the Lord Jesus Christ to all by every effective means available and by equipping the church and others to do the same.

Position Summary:

This role serves to provide a high level of administrative assistance, requiring the post holder to be extremely organised with excellent communication skills and be a good team player. The ability to multi-task, while maintaining complex schedules is essential in this position. Other skills required for this role include, being resourceful, good problem-solving skills and being self-driven with the ability to complete work to hard deadlines. This position is office based.

Principal Responsibilities:

- Provides day to day administrative support in the God Loves You Tour office
- Compiles a weekly feedback report for Tour Director
- Maintains and updates information and records
- Maintains accuracy and follows procedures when performing functions
- Maintains the protection and confidentiality of records and information
- Manages workflow, ensuring that deadlines are met and work is completed correctly based on requirements and personal skills, and as assigned by the Director of Engagement in the following areas:
    - Assist the management team in compiling reports, presentations, researching and providing information that may be required for the Belfast God Loves You Tour
    - Organise appointments, meetings, minute taking, venues and catering
    - Organise travel arrangements for staff, including booking accommodation, transfers, car hire and other travel logistics as needed
    - Organising couriers and assist in coordinating marketing materials
    - Coordinating shipping & mailing of promotional materials to churches and individuals
    - Handle administrative duties relating to the Christian Life & Witness Course training (CLWC)
    - With Training Administrator, monitor CLWC registrations and class attendance
    - Ensure that all administrative processes are in place for CLWC and that they are followed, including post event administrative tasks
    - Respond to general enquiries relating to the Belfast Tour including phone calls and email enquiries
    - Interface with the office Staff to process information and prepare data for the database, based on requirements needed for the Tour

    - Interface with the Tour staff with other Tour related projects, providing administrative tasks as needed
    - Coordinate local printing of materials per IHQ direction
    - Coordinate with IHQ bulk mailings and e-blasts
- Communicates effectively with team members and when dealing with people externally.

Other Duties:

- Such other duties as may be reasonably required
- Attendance and participlation (including leading) daily morning devotions including prayer support for the ministry
- Occasional availability, with reasonable notice, for work on Saturday or in an evening
- Occasional request to assist Billy Graham Evangelistic Association in their collaboration with Samaritan's Purse International.

Occupational Requirement:

- In accordance with the Equality Act 2010 and due to the context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian
- The post holder should be committed to, fully support and be able to demonstrate enthusiasm for the Christian ethos, Statement of Faith, purpose, values and mission of the Billy Graham Evangelistic Association
- This post holder should demonstrate values and every day lived out behaviour that is reflective of the Code of Conduct, Statement of Faith, Christian principles and other policies established for an employee of BGEA.

Safeguarding:

The role requires a basic DBS check to be carried out.

Important Note - *This position description is a summary of the responsibilities and accountabilities required for this role. It is important to note that it is a guide and the incumbent in this role may be required to perform other positional related functions.*

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Essential Attributes

- **Servant Leader:** Upholds Christian values with the ability to lead by example and have a heart for service
- **Communication:** Strong communications skills; ability to express oneself professionally, both written and verbally when interacting with people internally and externally
- **Teamwork:** Ability to work well within a team and individually
- **Organisational Skills:** Ability to effectively prioritise, organise, and manage time effectively
- **Proactivity:** Carry out administrative tasks and support the team where needed
- **Problem Solving:** Ability to assess problems and seek to implement solutions
- **Flexibility:** Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people
- **Thoroughness:** Have good attention to detail, follow instructions and guidance and implement processes accordingly
- **Multi-task:** Ability to multi-task, be well-organised and work well under pressure
- **Relationship Building:** Ability to effectively build and manage relationships, engage actively and assist with developing church networks.

Skills and Knowledge:

- Qualification in related discipline or equivalent work experience
- Experience in working with databases
- Proficient in MS Office Suite
- Strong adminisitrative skills
- Confident Telephone Manner.

Physical/Mental Demands:

- Ability to work with people at all levels of the organisation
- Ability to travel to the Festival and supporting events such as Counsellor Training
- Available for long hours during week of 10 May, weekend of 22nd / 23rd May 2027and through to 28th May 2027