

Job Description and Person Specification

JOB TITLE	Executive Assistant		
TEAM	Conference Office		
REPORTS TO	Senior Executive Assistant	LOCATION	Methodist Church House, London with Hybrid Working
CONTRACT TYPE	Permanent	GRADE	LG3

JOB PURPOSE AND OBJECTIVES

- To work professionally, flexibly and collaboratively with colleagues both in the Connexional Team and across the wider connexion to provide the full range of support services to the senior leadership.
- To provide high-quality Executive Assistant support to the current and incoming President and Vice-President of the Conference, together with one additional Senior Leader, supporting up to five senior office holders at any one time.
- To support the wider Conference Office in undertaking its responsibilities.
- To ensure the efficient and effective day-to-day administration of the Presidency and allocated senior leaders, including the proactive management of complex diaries, correspondence, meetings and travel arrangements.
- This role supports some of the most senior office holders within the Methodist Church and operates within a complex governance environment. The postholder will engage with a wide range of stakeholders and work across interconnected governance structures, committees, districts, circuits and connexional teams, requiring the ability to quickly understand organisational processes, relationships and decision-making arrangements.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	N/A
Resources	N/A

ROLE ACCOUNTABILITIES

I. Executive Assistance

1. To act as the first line professional point of contact for the current and incoming President and Vice-President of the Conference, and another allocated Senior Leader (either the Assistant

Secretary of the Conference or another) supporting up to five senior office holders at any one time.

2. To proactively manage complex and competing diaries, ensuring the effective planning and coordination for all engagement, meetings, engagements and travel arrangements while maintaining appropriate levels of confidentiality.
3. To take responsibility for regular work areas and tasks, ensuring deadlines are met and using initiative to carry the work out; taking ownership of the work and willing to be held accountable.
4. To act on behalf of senior leaders where appropriate, assessing and prioritising requests received through email, written correspondence and by telephone, providing advice and guidance where possible, re-directing queries and forwarding requests as necessary.
5. To prepare and coordinate documentation, schedules and other information as required.
6. To organise and coordinate key events and meetings of varying scale and complexity as they arise including booking venues, catering and overseeing arrangements in conjunction with colleagues. To act as host for meetings as appropriate.
7. To provide administrative support to the Senior Executive Officers in their roles supporting the Connexional Secretary and Assistant Secretary of the Conference, including arranging meetings, gathering and collating information from colleagues, and taking notes at working group meetings.

I. Supporting the work of the Conference Office

8. Support the wider Conference Office in undertaking its responsibilities to ensure the Connexion receives the best possible service at all times. This includes being willing to attend meetings online, in the office, or offsite to provide administrative support, covering for colleagues where necessary.
9. Manage the processing of expenses/invoices against agreed budget codes as required.
10. Compliance with data protection legislation and associated regulations.

II. Other

11. Any other reasonable duties as requested by Senior Executive Assistant or other senior colleagues in the Conference Office.

Person Specification

GRADE LEVEL 3 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
GCSE in English and Maths or equivalent	x		A, Q
Graduate or higher education qualification in a related subject		x	A, Q
Proven Abilities and Experience			

Demonstrable experience of providing PA, Executive Assistant and diary support to senior leaders	x		A, I
Experience of successfully managing a varied and varied workload, balancing competing priorities and deadlines.			
Experience of successfully organising meetings, events, travel, logistics.	x		A, I, W
Experience working in a charity, public sector, membership or similarly complex organisation.		x	
Knowledge and Skills			
Understanding of the demands and competing priorities associated with supporting senior executives	x		A, I, W
Ability to quickly develop an understanding of complex governance structures, decision-making processes and stakeholder relationships to provide effective support to senior leaders.	x		A, I
Experience of working appropriately with highly confidential information	x		I, W
Excellent organisational, communication and interpersonal skills.			
Ability to manage complex diaries and coordinate meetings, travel and events.	x		A, I, W
Ability to exercise judgement, discretion and initiative.	x		
Ability to work under pressure and adapt to changing priorities.	x		I
Ability to read budget spreadsheets and process invoices	x		A, I, W
Ability to build effective working relationships with a wide range of stakeholders	x		I, W
Experience of prioritising a range of options in a demanding environment where all options cannot be undertaken	x		I, W
Highly Proficient in Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft 365, SharePoint, Teams and OneDrive.	x		A, W
Knowledge of the Methodist Church's structures and ways of working.		x	
Personal Qualities			

Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		I
Awareness of and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	x		A, I
Professional and positive approach, with a commitment to professional development and self-improvement	x		A, I
Willingness to undertake additional training when necessary	x		I

Method of Assessment: **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder will be subject to the Methodist Church in Great Britain's Equal Opportunities policy.
Physical Conditions:	Office in open-plan accommodation.
Remuneration:	£38,000 per annum
Hours of Work:	5 days per week The normal hours of work will be from 9.00 am to 5.00 pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00 am to 12 pm and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information. Some flexibility in working hours may be required due to the nature of this post and the work of the Team. The regular hybrid working pattern for this role is 3 days in the office and 2 days remote, dependent upon organisational need. For at least the initial 2 months in post, it will be necessary for the post holder to be in the office more regularly as part of the induction into the role. Payment for overtime is not given, but employees are entitled to time off in lieu by arrangement.
Holiday Entitlement:	During the first to fourth years [25 days] During the fifth to ninth years [28 days] During the tenth and subsequent years [30 days] Plus, Bank Holidays and an extra three days at Christmas and New Year.
Sick Pay:	Entitlement in accordance with the Methodist Church in Great Britain's terms and conditions of employment
Pension:	There is a pension scheme that all eligible lay employees will be auto enrolled on to. Employees who do not meet the auto-enrolment criteria are eligible to join the scheme, subject to certain provisions.
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.

Season Ticket:

Season ticket loans are available after the satisfactory completion of the probationary period.