

## **JOB DESCRIPTION**

**JOB TITLE:** Executive Assistant to SMT  
**DEPARTMENT:** Executive Director's Office  
**REPORTING TO:** Executive Director  
**JOB TYPE:** Permanent  
Full time – 35 hours per week  
Office Based - Coventry  
**DATE ISSUED:** April 2024

### **1 MAIN PURPOSE OF JOB**

To ensure that the Executive Director (ED), and Senior Management Team (SMT) receive an excellent administrative and secretarial support service reflecting both their needs and the wider needs of Samaritan's Purse (SP) and the Billy Graham Evangelistic Association (BGEA), including supporting and leading on cross-departmental projects. This will require the building of strong, effective and collaborative relationships both internally and externally throughout the charities to inspire trust and confidence.

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### **2 POSITION IN ORGANISATION**

- Reports to Executive Director
- Collaborates closely with multiple departments across SP & BGEA
- Main functional relationships are with ED, SMT, IHQ Directors and their Executive Assistants, members of the Board of Directors for SP and BGEA

### **3 DUTIES & KEY RESPONSIBILITIES**

- To provide a full administrative and secretarial service to the ED and SMT
- To provide a supportive administrative support to the Board members of SP and BGEA
- Building of relationships both internally and externally
- Cross-departmental project work, as directed by the ED or SMT
- Manage and maintain electronic diary accurately, liaise with the ED and SMT to input and manage appointments
- Undertake general administrative duties as requested by the ED and SMT
- Organise meetings/conferences/special events, provide agendas/directions to attendees. This to include all ED meetings and SMT strategic and tactical meetings.
- Organise travel for ED and SMT
- Organise visits by international visitors, including schedules of appointments
- Attend meetings, take notes/minutes to circulate to attendees in an accurate and timely fashion
- Daily use of Microsoft packages
- Assist the SMT with administrative tasks to aid in the efficient running of the team

*As Job Descriptions evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.*

- Attend SMT meetings and provide agendas, papers and notes
- Be the point of contact with Board members when arranging Board meeting dates
- Prepare and circulate Board notices, agendas and schedules
- Ensure Board reports are prepared and circulated in a timely fashion
- First point of contact for ED; liaise cheerfully and professionally with other staff members and all levels of staff members of affiliate offices. Build and maintain relationships with volunteers, donors, supporters and partners.
- To lead and participate in daily devotions and prayer times.

#### **4 DIMENSIONS & LIMITS OF AUTHORITY**

- Involves close liaison and excellent working relationships with all SP and BGEA UK staff and SMT
- Involves close liaison with other staff at IHQ as well as external organisations within the scope agreed by the ED
- Involves liaison with the SPUK and BGEA UK Board Members periodically
- Not responsible for any staff

#### **5 PROVEN ABILITY**

Experience of working as an Executive Assistant at CEO/Executive Director level. A prior record of proven ability to understand principles and practices that will contribute significantly to the work of the EA function. Awareness of department-wide issues.

#### **6 OCCUPATIONAL REQUIREMENT**

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be committed to the purpose of SPI and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.

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