

## JOB DESCRIPTION

<b>Job title</b>	Executive Assistant to the International Chief Executive Officer
<b>Location</b>	Swindon, and its local sites. Off-site working or international/national travel may be required from time-to-time.
<b>Department</b>	Executive Management
<b>Contract type</b>	Permanent
<b>Responsible to</b>	International Chief Executive Officer  The ICEO EA also works closely with the Board Liaison Officer and members of the International Board and Senior Leadership Team (SLT) and their PA's.
<b>Application deadline</b>	Please refer to posting website
<b>Vacancy reference</b>	EAI
<b>Additional information</b>	This post is subject to a probationary period of 6 months

Barnabas International is a large family of Christian ministries and charities focused on giving practical support to suffering, abandoned and persecuted Christians around the world. The ministry was founded in 1993, and since then, it has funded projects in more than 100 countries, providing hope and help to millions of our brothers and sisters in Christ. Some of our key projects include supplying food aid, medical supplies, educational and vocational training, Bibles, micro-enterprise, disaster relief, help for victims of violence, and support for pastors and church leaders. Barnabas Aid also provides advocacy for religious freedom, especially for persecuted and suffering Christians.

Barnabas is primarily a Christian ministry and a charity. Employees are expected to subscribe to the Vision, Mission, Value and Statement of Faith, and their work may be viewed as being vocational. There is an occupational requirement for applicants to be practising Christians, who are engaged in their local church, in order to be able to carry out our roles.

### Overview of the ICEO EA role and the team

The newly appointed EA support's the International CEO (ICEO). The ICEO holds overall responsibility for the global ministry, including all aspects of strategy and operations across multiple regions. The EA's role will be pivotal in providing high-level administrative support to the ICEO, ensuring the smooth operation of their daily activities.

The EA needs to be a follower of Jesus and in good standing in their local Church. This role demands someone who can handle a wide range of administrative tasks with discretion,

confidentiality and grace, while effectively collaborating with internal and external stakeholders.

### **Main duties and responsibilities**

- **Executive Support:** Provide high-level administrative support to the ICEO, managing the CEO's complex calendar, prioritising urgent tasks, coordinating appointments, and organising both national and international travel arrangements.
- **Faith-Driven Support:** Align administrative and strategic tasks with the Christian faith and mission of the ministry, ensuring the work of the ICEO's office reflects Barnabas Aid's commitment to bringing hope to suffering Christians.
- **Strategic Leadership Support:** Assist the ICEO in overseeing the global operations of the ministry, supporting in the preparation of strategic plans, reports, and presentations for senior leadership meetings and the Board of Directors.
- **Communication Management:** Act as the ICEO's primary point of contact, handling both internal and external communications. Ensure timely and effective responses to correspondence and foster clear communication across departments and with key external stakeholders.
- **Project Coordination:** Support the ICEO in coordinating and overseeing global projects, ensuring alignment with the ministry's strategic goals. Assist in tracking progress, maintaining project timelines, and facilitating effective cross-departmental communication.
- **Event & Travel Management:** Organise the ICEO's travel arrangements, including international logistics for meetings, conferences, and field visits. Coordinate high-level events, speaking engagements, and conferences attended by the ICEO.
- **Global Coordination:** Liaise with senior leaders and regional offices around the world, ensuring alignment on strategic priorities and fostering collaboration across global teams.
- **Confidentiality and Discretion:** Handle sensitive and confidential information with the utmost care, ensuring discretion in all communications and administrative support.
- **General Administrative Duties:** Undertake other administrative responsibilities as required, ensuring the ICEO's role in leading the global ministry operates efficiently and effectively.

### Other duties

The above is not an exhaustive list of duties. From time to time, the employee may be asked or required to carry out other additional tasks, or duties, over and above their usual day to day activities. Employees are expected to work collaboratively to support the overall work of Barnabas Aid.

## Knowledge , Skills and Experience

### Essential

You will demonstrate strong evidence in the following areas.

- **Organisational Skills:** Exceptional organisational skills with the ability to manage multiple complex tasks, prioritise effectively, and meet deadlines within a dynamic global environment.
- **Communication Skills:** Outstanding written and verbal communication skills, able to maintain professionalism in dealings with diverse stakeholders, both internal and external.
- **Attention to Detail:** A keen eye for detail, ensuring accuracy in scheduling, correspondence, and document preparation.
- **IT Proficiency:** Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management software and CRM systems.
- **Event & Travel Coordination:** Significant experience in managing complex international travel arrangements, event planning, and handling logistical operations for high-level meetings and conferences.
- **Problem-Solving & Initiative:** A proactive approach to anticipating needs, resolving issues, and ensuring that the ICEO's work and the global ministry's operations run smoothly.

### **Person specification**

- A personal commitment to the Christian faith is essential, as this role directly supports the ICEO in advancing the organisation's faith-driven objectives. The EA should be an active, practising Christian with a deep understanding of the ministry's spiritual goals and values.
- Personal resilience and adaptability
- Discretion and sensitivity with understanding of issues of confidentiality
- A flexible approach to work, able to handle changing priorities and managing a fast-paced environment with a cooperative and collaborative attitude, ensuring excellent standards of service are maintained at all times

From time to time, additional training, including safeguarding training, may be required.

The offer of employment will subject to the appropriate pre-employment checks such as references, qualifications, DBS criminal records, and eligibility to work in the UK.

Barnabas Aid provides our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work collectively and individually. Join us and you will find a friendly and vibrant workplace with a positive outlook on the future.