

# Job Description & Person Specification



**Job Title:** Executive Assistant & National Office Lead  
**Responsible to:** National Director  
**Terms:** 35 hours per week

## **Purpose of role:**

The Executive Assistant & National Office Lead plays a vital role in upholding the Christian ethos, mission and values of OMF UK by providing high-level executive support to the National Director, coordinating key ministry and organisational events, and leading the smooth, safe and welcoming operation of the UK National Office. The role supports effective leadership, prayerful ministry, good governance, and a professional office environment that enables the OMF UK team to serve well.

## **Responsibilities:**

### **Executive Support to the National Director:**

- Provide proactive, confidential and effective executive support to the National Director, helping to manage priorities, deadlines, correspondence and follow-up actions.
- Manage the National Director's diary, meeting preparation, travel arrangements and related administration as required.
- Assist the National Director with credit card reconciliation, expenses and other administrative requirements.
- Maintain an effective and accessible online filing system, ensuring documents are stored consistently and confidentially.
- Prepare agendas, papers and meeting packs as required, ensuring the National Director has the necessary information in advance of meetings.
- Take minutes at meetings facilitated by the National Director where appropriate and ensure agreed actions are recorded and followed up.
- Support the Leadership Team and Senior Leadership Team with administrative coordination where agreed by the National Director.
- Manage travel arrangements for Leadership Team members and visiting OMF leaders where required.
- Carry out any other reasonable duties assigned by the National Director in line with the purpose and seniority of the role.
- Work collaboratively with the People & Culture, Finance, Communications, Mobilisation and Ministry teams to ensure office processes support the wider mission of OMF UK.

### **OMF UK Events, Prayer and Ministry Coordination:**

- Arrange and participate in regular internal events such as Home Assignment Workshops, UK Team Days, retreat days, National Office prayer gatherings and other team functions.
- Support the organisation and logistics for OMF UK events, conferences, prayer gatherings and mission-related activities.
- Ensure that OMF UK events, prayer gatherings and office activities reflect OMF's Christian mission, vision and values.
- Take part in corporate and individual prayer for UK Members at Home Assignment Workshops.
- Support and participate in OMF International's mission by regularly leading UK team prayers and being open to opportunities to lead devotions and/or worship.
- Present departmental prayer points and lead prayers at quarterly UK Mornings of Prayer, as well as at biannual OMF UK Days of Prayer and UK Team Retreats.
- Assist with coordinating Christian mission events attended by the National Director and UK team members.
- Work with colleagues to ensure events are well planned, welcoming, inclusive, accessible and pastorally sensitive.

### **National Office Lead Responsibilities:**

- Lead the day-to-day coordination of the UK National Office, ensuring it is welcoming, safe, organised and equipped for staff, members, volunteers, visitors and external partners.
- Act as the first point of coordination for practical office matters, escalating issues to the National Director, landlords, contractors or relevant colleagues as appropriate.
- Oversee office routines and shared working practices, including meeting room use, visitor arrangements, hospitality, office supplies, post, storage, stationery, kitchen areas and shared spaces.

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- Coordinate conference room and meeting room bookings, prioritising use where required and ensuring rooms are appropriately set up and left in good order.
- Respond to and organise accommodation requests for National Office visitors where needed.
- Coordinate schedules and practical arrangements for International Directors and other OMF leaders visiting the UK National Office.
- Coordinate the National Office daily, monthly and biannual prayer rotas.
- Coordinate office rotas, including coffee, hospitality and other shared responsibilities, ensuring they are fair, clear and communicated in good time.
- Promote a professional, respectful and hospitable office culture that reflects OMF's values and supports effective team working.
- Maintain clear office guidance for staff and visitors, including access arrangements, office expectations, room use, refreshments, security and emergency procedures.
- Support new starters, volunteers, interns and visitors with practical National Office induction, including orientation to office systems, facilities and shared working expectations.

## **Compliance:**

- Coordinate the implementation and regular review of National Office Health & Safety policies, procedures and risk assessments, liaising with the National Director and relevant advisers as required.
- Arrange the appointment, training and record keeping for fire marshals and first aiders, ensuring appropriate cover is maintained for the National Office.
- Coordinate fire drills, evacuation procedures and office safety checks, ensuring outcomes and actions are recorded and followed up.
- Oversee the practical management of office maintenance, repairs, utilities, cleaning, contractors and facilities queries, escalating matters where appropriate.
- Maintain office records relating to Health & Safety, facilities, first aid, fire safety, visitor arrangements and relevant office checks.
- Ensure that staff and visitors are appropriately informed of National Office safety procedures, including signing-in arrangements for visitors where required for safety and security.
- Support the organisation to move towards proportionate, digital and efficient office systems, reducing unnecessary paper processes where appropriate.
- Participate in and provide occasional administrative support for other National Office projects as required.

## **Link with International Centre:**

- Coordinate the distribution of the Mission Round Table magazine.
- Coordinate and collate UK input for the International Days of Prayer.
- Support practical arrangements, schedules and meetings for International Centre colleagues and International Directors visiting the UK National Office.
- Maintain positive and professional communication with International Centre colleagues where the role supports cross-OMF coordination.

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	Essential	Desirable
<b>Education</b>	Educated to A Level or equivalent. Relevant administrative, secretarial, business support or office coordination experience.	Degree or equivalent qualification. Relevant qualification in business administration, office administration, events, facilities coordination or project support.
<b>Work Experience</b>	Administration, PA, executive assistant or secretarial experience for at least 2 years. Experience coordinating diaries, meetings, travel, minutes and confidential administration. Experience supporting events, meetings, training days or conferences. Experience coordinating office routines, facilities, room bookings, visitors, hospitality or shared office systems. Experience working with digital systems, online filing and Microsoft 365.	Experience working within a Christian or mission-based setting. Charity sector experience. Experience in minute-taking for senior leadership or governance meetings. Experience supporting Health & Safety, first aid/fire marshal coordination or office compliance. Experience coordinating contractors, landlords, office suppliers or facilities queries.
<b>Abilities</b>	Excellent oral and written communication skills, able to communicate effectively and professionally with a diverse range of stakeholders. Strong organisation, planning and administration skills, able to prioritise and effectively multi-task. Able to anticipate needs, use initiative and follow through agreed actions. Able to coordinate practical office matters calmly and professionally. Able to work effectively on own and within a team. Able to handle sensitive information appropriately, using discretion and maintaining confidentiality. Competent user of Microsoft Office, databases and digital communication tools including Microsoft Teams, Outlook and SharePoint. Good attention to detail and able to maintain clear, accurate records.	Project management skills, able to use initiative to start and take forward projects. Confident using digital systems to improve processes and reduce unnecessary paper administration. Able to support basic facilities, Health & Safety and office compliance administration. Able to identify practical improvements to office systems and working practices.
<b>Motivation</b>	Full sympathy with the aims and objectives of OMF International as an evangelical mission serving amongst East Asians. Passionate about prayer and ready to step out in faith and lead prayers, devotions and/or worship as needed. Enjoy working to high standards and finding ways to improve systems and processes. Motivated to serve others by creating a welcoming, organised and effective National Office environment.	Personal understanding of cross-cultural mission. Motivated by enabling ministry through practical service, hospitality, administration and operational support.
<b>Personality</b>	Friendly and courteous towards colleagues, members, supporters and visitors. Responds positively to constructive feedback. Adopts a can-do attitude and flexible approach. Open to change and willing to learn new skills. Calm, reliable and professional, particularly when handling competing priorities or confidential matters. Hospitable, practical and willing to support the smooth running of shared spaces.	Confident in gently encouraging colleagues to follow agreed office processes and shared working expectations. Able to balance warmth, service and professional boundaries.
<b>Circumstances</b>	Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. Hold the Right to Work in the UK. Able to commute regularly to OMF National Office, Oxford Street, Manchester. Able to occasionally travel locally and/or internationally for meetings and events, including overnight and at weekends.	Experience of living cross culturally and/or understanding of cross-cultural mission. Able to offer flexibility during key OMF events, visitor programmes or office-based ministry activities.

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## Terms of Appointment

- Salary £28,000-£32,000 per annum
- Non-contributory pension of 8% of salary on completion of 3 months' service, backdated to start date.
- 35 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 25 days in addition to public holidays.
- Applicants must be eligible to work in the UK.

## Your application

To apply for this role, please submit a CV and covering letter to [uk.recruitment@omfmail.com](mailto:uk.recruitment@omfmail.com)

## Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: [omf.org/uk/safeguarding/](http://omf.org/uk/safeguarding/)

## Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

## Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: [omf.org/uk/privacy-policy/](http://omf.org/uk/privacy-policy/)

## Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.