



Job Description and Person Specification

Title: Executive Assistant to the Lead Team

Accountable to: Senior Pastors

The Church: The C3 Church ('C3') is a Christ-centred, cause-driven, community-focused multi-site church whose mission is to "reach and to shape a generation with the message and cause of Christ". We have over 1,000 worshippers physically on a Sunday as well as a growing on-line presence and congregation. The current staff team equates to the equivalent of 22 full-time roles and the annual income for 2019 was £1.9m.

C3 is passionate about creating a family-orientated environment where people feel valued, cared-for and where work is largely achieved through collaboration, mutual respect and loyalty to the cause. We are looking for people who are strongly interpersonal and who have a real heart to serve and empathise with those in need.

The post holder will be accountable to the **Senior Pastors** and will operate within and faithfully represent the vision of C3 and be an important part of the church office team. They will provide administrative support to the Senior Pastors and the Lead Team, including the management of the Senior Pastors daily schedules, correspondence, speaking engagements, and travel coordination.

This post requires a good eye for detail, a willingness to serve through the gift of administration and good communication skills. The post holder should have a detailed understanding of the full Microsoft Office suite and CRMs, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

Primary areas of responsibility:
1 – Assisting the Senior Pastors to organise their communications, visiting speakers, and administration
2 – Take the lead in organising the Senior Pastors' schedule
3 – Lead the organisation of lead team meetings, including agenda setting and minute writing and distribution to staff.
3 – Provide administrative support for the members of the lead team.

Key Relationships
Line Manager: Senior Pastors
Works closely with: Lead Team members

Brief overview

- The post holder must be able to manage the tasks given to them in a timely and efficient manner, helping the Senior Pastor's administrative tasks function smoothly
- They will build a strong working relationship with the Senior Pastors and be intuitive to their needs.
- They will have great communication skills to support communications between the Senior Pastors and the staff and the congregation.
- They will also aid administrative tasks from the Lead Team.
- Ideally, they will have some experience of CRM systems (we use Churchsuite) to help with administration and communication with the congregation
- They must have a willingness to build and lead a team, endeavouring to bring others into the work, and ensuring they are empowering volunteers to support the church effectively
- They must have the right heart, attitude and good communication skills

Details

- They will be involved with communications that come through to the Senior Pastors. This includes their public email accounts and their public social media accounts.
- They will organise the Senior Pastor's meetings and Lead Team meetings, including calendaring, sending invites, setting up zoom calls, taking and distributing minutes and collecting information for agendas.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Greeting visitors and deciding if they should be able to meet Senior Pastors or a member of the Lead Team.
- Using various software, including word processing, spreadsheets, databases, Churchsuite, slack and presentation software.
- Reading and analysing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for Senior Pastors.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming mail, emails, and other correspondence.
- Provide general administrative support.
- Initiate and edit church-wide e-mail communication for the Senior Pastors
- Maintain personal websites and social media platforms for Senior Pastors.
- Support of sermon development for Senior Pastors including sourcing authorship of articles, books, and other publications
- Edit sermons, articles, manuscripts, and other written material as needed in support of Senior Pastors.
- Function as coordinator managing logistics for Senior Pastors and Lead Team for retreats, staff and other meetings, etc.
- Perform other duties as assigned.

ROLE QUALIFICATIONS

Character Attributes	Skills & Educational Requirements
<p>Faith: Relationship & commitment to Jesus Christ.</p> <p>Vision: Commitment to The C3 Church and its vision.</p> <p>Loyalty: Commitment and loyalty to the leadership of The C3 Church.</p> <p>Teamwork: Ability to work in a strongly collaborative and supportive team environment.</p> <p>Maturity: Spiritual maturity evidenced by a pleasant, caring, empathic, kind, forgiving, non-judgmental, but assertive manner.</p> <p>Passion: A passion for building healthy church and focused on the Great Commission.</p> <p>Community: Family-oriented, generous at heart and authentic. Inclusive, warm and strongly interpersonal.</p> <p>Influence: Spiritually potent, enthusiastic and contagious in spirit.</p> <p>Competency: Naturally gifted influencer, united and committed to the part they play.</p> <p>Achievement: Constantly looking to the future, focused on the Great Commission.</p> <p>Creativity: Visionary in nature and innovative in expression.</p> <p>Love: Lovers of God, people and life.</p>	<p>Education / Experience:</p> <ul style="list-style-type: none"> · Specific Experience: Experience of being a personal/executive assistant and administration is essential · Can demonstrate excellent leadership skills in administration · Experience of using CRM systems or databases is ideal. · Organise daily workloads by priorities · Must be able to meet deadlines in a fast-paced quickly changing environment. · A proactive approach to problem-solving with strong decision-making skills. · Professional level verbal and written communications skills. · Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement actions plan and monitor progress towards goals; and ability to make clear, timely decisions. · Church Experience: Experience in a church context is a bonus <p>Skills / Role Attributes:</p> <ul style="list-style-type: none"> · Decision Quality: You are patient and humble to ask for opinions, and good at learning from the past to make good decisions. You are a good listener, value collaboration and sensitively encourage authenticity and mutual respect. · Strategic Mindset: You are not just focused on day to day activities but focussing on the strategy for tomorrow, you plan the best route to take. · Drives Vision & Purpose: In the changing times, you hold onto the vision and purpose, you tangibly demonstrate your commitment to it, and help others to “see” how their part contributes to the bigger picture. To develop trust and loyalty. · Problem Solving: You know how to define problems (without jumping to conclusions) collaborate and act appropriately. · Managing Work & Establishing Priorities: You are good at establishing realistic but stretching goals for yourself and others. You equitably measure work. · Developing Others: You know our process for growth and is someone who prioritises your team members’ development. You know the value of strong interpersonal relationships · Motivates & Builds Effective Teams: You are good at building strong identity in your teams by understanding/learning people’s differences / skills and helping them to work towards common goals. · Conflict Management: You tackle difficult issues with optimism and confidence. You share sensitive messages or unpopular points of view in a motivating manner. You let people know where they stand, honestly and sensitively. · Instils Trust: You gain the confidence and trust of others easily. You honour commitments and keep confidences. You practice what you preach and model high standards of honesty and integrity.

