



Personal Assistant Administrator

Job Title:	Personal Assistant Administrator
Reporting To:	Directors and Management
Location:	London, UK
Hours Per Week:	16 hours (2 days), with potential to increase
Salary:	£12 p/h

About Us

The Pfander Centre for Apologetics has a five-pronged vision to

1. Share the gospel with Muslims
2. Critique Islam and its foundations
3. Equip the church to do likewise
4. Be informed of the socio-political influences of Islam
5. To provide consultancy services regarding Islam

We do this through developing resources, online courses, youth curriculums, speaking worldwide, social media, email correspondence, networking with like-minded Christians, and engaging Muslims face to face.

You will join a small and dedicated missional team of Consultants, Researchers and Speakers of which the Administrative support staff are integral.

The successful candidate will be an experienced PA, who is honest and reliable, with exceptional written and oral communication, they will have excellent administrative skills, be organised and a good time manager. They will have discretion with confidential issues. They are not expected to be an Apologist, nor know much about Islam. Due to the nature of the organisation and the task to be undertaken, it is a genuine occupational requirement that the successful candidate must be a committed Christian, and hold to the values of the Pfander Centre for Apologetics. The Biblical foundation for our work comes from: 1 Peter 3:14-15, 2 Corinthians 10:5 and 2 Corinthians 4:1-3.

We select employees based upon our mission purpose, and the applicant's ability, skills, education, training and experience needed to fulfil the job requirements.

Requirements

- Minimum GCSE (or equivalent) Math, English, ICT A*-C
- Preferable further education qualification in Business or Administration
- Competent in Microsoft Word, Excel, PowerPoint

- Competent with social media and email management
- Good verbal and written English language communication skills
- Conscientious attention to detail
- Efficient calendar and time management
- Proven PA / administration experience

Person Specification

- Maintains confidentiality
- Professional and positive attitude
- Welcoming to guests
- Ability to work under pressure to meet deadlines
- Self-motivated and highly organised
- Team player and the ability to work independently with minimal supervision
- Problem solving skills

Responsibilities

- Stakeholder Management both internally & externally: E.g. Managers, Speakers
- Provide administrative support for multiple projects
- Office Management: Building and maintain filing systems (physical and electronic)
- Manage stationery and equipment
- Handle phone and email enquiries (a key component of our ministry)
- Calendar Management: Schedule meetings, create agendas, take minutes
- Events management
- Proof reading and editing resources
- Website and social media maintenance
- Organise travel and accommodation for personnel
- Bookkeeping administration
- Monitor HMRC and Charity Commission's legal requirements

Benefits

- Pension for duration of employment with Pfander
- Holidays: part time employees have 12 days per annum, plus bank holidays
- Opportunity to travel to conferences with speakers in the UK
- Paid Training opportunities when required

To Apply

If you would like to apply for the job, please email a PDF of your CV (maximum 2 A4 pages) to info@pfander.uk, by 5pm Thursday 1st February 2018. Your CV must include details of two referees, one from your previous employer and a Christian leader you are accountable to.

If your CV matches our requirements, we will contact you for an interview, which will take place on Monday 5th February 2018.