

Person Specification / Job Description for Executive Assistant to the Ministry Director of Keswick Ministries

Looking for a unique opportunity to serve? The Ministry Director, who is *de facto* the CEO of Keswick Ministries, is looking for a professional, self-motivated and highly organised Executive Assistant who knows how to turn things around quickly and efficiently. If you have the creative drive to initiate and see projects through to completion, as well as a keen eye for detail and know how to maximise IT to make things more efficient, you will definitely want to apply for this opportunity.

The two main responsibilities are:

- Executive Assistant to the Ministry Director
- Ability to initiate and run small projects

The successful candidate will

- Be people-oriented, servant-hearted, sharing the vision of Keswick Ministries and supporting the Ministry Director in his responsibilities and priorities;
- Complete efficiently and proactively a broad variety of administrative tasks for the Ministry Director including: monitoring and supporting the Ministry Director's network of relationships; managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas;
- Be able to carry out initial research on content for Ministry Director talks and presentations;
- Be able to write first draft speaker notes;
- Whole-heartedly agree with Keswick Ministries statement of belief and behaviour (<https://keswickministries.org/about/who-we-are>)

Person Specification

- Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail;
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors;
- Proven minute taker and able to handle and prioritise email;
- Expert level written and verbal communication skills;
- Flexible and self-motivated;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Discreet in handling sensitive situations or confidential information;
- Highly resourceful team-player, with the ability to also be extremely effective independently;
- Forward looking thinker, who actively seeks opportunities and proposes solutions;
- Highly IT-literate, including report writing and preparation of PowerPoint presentations.

Interested? Please send your CV and a covering letter to james.devenish@keswickministries.org