

REVELATION CHURCH

Executive Assistant Revelation Church London

Time: 14 hours per week (part time, permanent contract)

Salary: £25-28k pro rata (subject to experience)

Role Summary

We are looking for a part time Executive Assistant who will be able to provide a high level of administrative support to Stef Liston as he looks to serve both the local church and wider apostolic mission. The role holder will be a key team member serving Revelation Church and its associated ministries and will have a rewarding opportunity of playing their part in seeing the local church equipped and enabling leaders across the Relational Mission (RM) family of churches to be strengthened and supported through RM Training courses and local and global church planting initiatives.

Key Responsibilities

- **Calendar and scheduling**– functioning as the primary contact person for meeting and other schedule commitments, managing all forms of correspondence, keeping the diary up to date with RM Training, Revelation Church and Apostolic team dates and plans, liaising with churches, leaders and volunteers to arrange meetings as necessary
- **Expenses and payments** – making and booking travel and accommodation arrangements, processing bookings for events and conferences, overseeing expenses, providing support in annual budget setting, and ensuring spend is kept within budget, processing payments for apostolic restricted funds
- **Communications management** – screening messages, letters and emails, responding to needs as appropriate
- **Event management** – Occasional planning, coordination and management of RM and church planting events that fall within Stef’s apostolic remit (e.g. UK Prayer and Fasting, prayer days) as well as coordinating an RM Training staff day annually.
- **Other administration tasks** – providing IT support ensuring that laptop and software is kept up to date, maintaining an electronic filing system, minute taking at occasional meetings, maintaining the contact database, ensuring leave and TOIL days are booked in the leave system

Key Skills

- Excellence in organisational and administrative skills with proven experience
- A self-starter able to work on own initiative, to identify problems and find solutions quickly
- Attention to detail and methodical approach to work
- A flexible approach to work
- Able to prioritise competing demands
- Excellent communication skills, both written and verbal
- IT literate with Microsoft Office packages (e.g. Word, Excel, PowerPoint)

Hours of work

14 hours per week.

Note that some evening and occasional weekend work may be required for events.

Salary: £25-28k pro rata (depending on experience)

- Permanent Contract with a 3-month probation period
- Reports to Stef Liston (Revelation Church elder)

Holidays

13 days paid holiday

Location

There is no geographical requirement for this role, and the role can be done from the Revelation Church Office (London, N7 9DP) or flexibly from home. The role holder will need to travel to London and other locations within the UK from time to time for events and meetings.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. The role holder is expected to be devoted to Christ and His Church, with an understanding and experience of who and what the Church is (as found in scripture).

Start date: January 2022

To apply for the post

Closing date: Applications close on 30th November at 5pm. Interviews for the role are due to take place shortly after that date.

Please send an up-to-date CV and cover letter (giving email addresses of two referees – one personal and one professional) via email to ruth@revelationchurch.org.uk

For any further information about the roles or the application process, please do not hesitate to contact Ruth on the above email address.