



EMMANUEL INTERNATIONAL UK

Partnering with churches in serving their communities

Job description/Person specification

Job Title:	Administrative Assistant (Part time)
Reporting to:	General Manager
Location:	Chichester

Background:

Emmanuel International (EI) is an evangelical interdenominational Christian organisation partnering with churches in serving their communities, sharing Christ's compassion for bringing hope to the vulnerable and those in need in some of the least served areas of the world through holistic ministry.

Emmanuel international UK (EIUK) is one of the affiliates of Emmanuel International and has been registered as a charity in the UK for over 40 years see our website for more information: [Emmanuel International UK – Partnering with churches in serving their communities](#)

This role works alongside the general manager in the Chichester as the UK office staff team.

Purpose of the role:

The purpose of this role is to provide a range of tasks in supporting the general manager and the overall smooth running and effectiveness of the UK office. It involves liaison with EIUK members, supporters and churches in the UK and communication with mission partners and staff around the world in various projects.

Key responsibilities:

- **Communication:** Communicating effectively with internal and external stakeholders to support the work of EIUK and enhance its reputation. This includes managing the EIUK website and activity on social media channels. Liaising with International office and co-ordinating with Country Representatives about current ministry opportunities and advertising them in the UK. Sharing and co-ordinating prayer requests.
- **Data and Records Management:** Maintaining the database, internal records and managing the EIUK email inbox and day to day correspondence.

- **Administration and Finance:** Handling administrative tasks and meeting support, financial receipting and acknowledgement of donations.

Other areas of responsibility:

- General administrative tasks to provide support to the General Manager and EIUK Board.
- Supporting with the delivery of event management (Annual General Meeting/Conference held once a year).
- Participation in and co-ordination of regular prayer and bible study sessions with the general manager, EIUK Board and wider EI community internationally.

Key relationships:

- The main relationship is with the General Manager, working closely together on the activities of the office.
- The UK Board of Trustees, assisting in arranging meetings and recording actions.
- EI staff and mission partners in other countries, liaising and obtaining information and updates.
- EI UK personnel working overseas.
- EI supporters and donors in the UK.

Person specification:

It is essential that the postholder has excellent organisational and administrative skills, is able to communicate clearly and effectively and can use their own initiative where required to get things done. The postholder should be able to use Microsoft Office for word documents and spreadsheets and be familiar with using social media and ideally Mailchimp to help promote the work of EI.

EI is a charity that longs to see the lives of those in great need transformed by Jesus as churches serve their communities in holistic ministry. There are two staff members in the EIUK office (General Manager and Administrative Assistant), and a proportion of this role is involved with the co-ordination of and participation in prayer and bible study meetings with the wider EI family and supporters. Therefore, there is a genuine occupational requirement for the postholder to be a practising Christian under the Equality Act 2010.

Other relevant information

- The role requires the postholder to attend an all-day conference/annual general meeting once a year on a Saturday (usually in the Chichester area) and up to two 'in person' Board meetings a year (usually in London).
- The postholder will need to work their hours in the office across at least **three** days each week.

Salary and benefits:

This role is part time. The number of hours and days worked can be negotiated, but likely to be within the region of 12-15 hours per week across at least three days in the Chichester office.

A full induction will be given and access and opportunities for training and development as appropriate.

The salary is £27,592.50 (FTE); for 12-15 hours per week £8,829.60 - £11,037 (actual).

Annual leave entitlement is 25 days per annum plus bank holidays (pro rata).

Pension benefits are provided at 6% employer contribution and 3% employee contribution.

How to apply

For further information and an informal conversation please contact Sue Fallon, General Manager at info@eiuk.org.uk or on 01243 931094. Applications should be submitted to info@eiuk.org.uk by the date specified in the job advertisement.