

Part 1: Summary job details

Job title:	Executive Assistant
Contract basis:	Full-time, permanent (35 hours per week), subject to satisfactory completion of six-month probation period
Reporting to:	Chief Executive
Direct reports:	none
Based:	We operate a ‘mixed-mode’ working model, where staff work both from home and from our spacious offices in Westminster; the expectation for this role is that the post-holder will be in the London office at least two days per week
Annual salary:	£30,000 – £35,000

Part 2: Job description

Job purpose

Clergy Support Trust is the largest and oldest benevolent charity for Anglican clergy and their dependants. Founded in 1655 and with assets of over £130m, the charity provides financial grants and other forms of support to serving and retired ministers, ordinands, and clergy families. In 2020 we supported more than 1,300 individuals to the tune of over £2.6m. With a new brand and strategy in place, and a newly-appointed Chief Executive, the Trust is at a hugely exciting juncture, as it seeks to develop more and better programmes and partnerships, serving and supporting those who are, in their daily ministry, called to serve and support others.

At this time of significant development for the charity, we are recruiting a new Executive Assistant, who will have a wide range of responsibilities in support of the charity’s objectives. The post-holder will need to develop excellent relationships with a range of colleagues, Trustees, supporters and external partners; in doing so, they will have a valued role at the heart of a friendly, growing and much-needed organisation. Specifically, they will act as personal assistant to the Chief Executive, provide administrative support to other senior leaders, serve as Clerk to the Court of Assistants (Board of Trustees), and support the organisation’s external relations function.

This is a dynamic, people-centred role which will suit a similarly dynamic, people-centred person. It offers significant scope for development as well as a range of challenging responsibilities. The post-holder will need to build strong relationships, and to demonstrate excellence in juggling a broad portfolio in a small, efficient, and busy team. She/he will have excellent writing and organisational skills, as well as a passion for the charity’s core work in supporting Anglican clergy and their families. She/he will be confident to act as the Chief Executive’s ‘right-hand aide’ as he leads the charity’s continued growth, and as the Trust seeks to serve those who spend their lives serving others.

Part 2: Job description (continued)

Key responsibilities

Working closely with the whole staff team, the Executive Assistant will have the key responsibilities listed below.

1. Provide excellent PA support to the Chief Executive and senior leaders

- Provide overall administrative support to the Chief Executive, including preparing papers, diary management, setting up internal and external meetings, booking travel, drafting and managing correspondence, and other office management roles
- Provide similar administrative support for senior managers, as required (Director of Charitable Services, Head of External Relations, Head of Finance & Operations)
- Occasionally, provide similar support for Trustees when on Trust business
- Part of the time, be based at the reception desk of the charity's London office, enabling the Finance & Operations Officer to focus on other responsibilities, and work closely with the Office Manager to ensure the whole team is administratively well-resourced

2. Oversee arrangements for, and support members of, the Court of Assistants (Board of Trustees), including as Clerk to its meetings and committees

- Lead the collation and dissemination of Court and Committee papers, including preparation of formal agendas, Zoom links, and uploading of papers for the Trustee Portal in timely fashion
- Liaise with the Finance & Operations team to ensure catering, expenses, and other arrangements are organised for all Court meetings
- Oversee Trustee attendance, including notifying them of meetings and details, receiving and noting apologies, and keeping records of attendance over time
- Take minutes of Court and Committee meetings, and receive items of AOB for agendas
- Support the Senior Leadership Team in collating the governance aspects of the Annual Report

3. Support the Head of External Relations and Marketing & Communications Manager as the charity improves and energizes its programme of engagement

- Assist with the charity's growing calendar of events, including by researching and booking venues, overseeing ticketing, proofreading, and other important aspects of events management (including for the Annual Assembly at Lambeth Palace, and Annual Festival in St Paul's Cathedral)
- Act as key liaison with Governors, donors and other supporters, including working with the Marketing & Communications Manager on regular newsletters, drafting content for these and other supporter communications, and handling correspondence with supporters (including new and departing Governors)
- Manage supporter and other records, including as administrator of the External Relations database (CRM), and maintain contact logs for Governors, donors, supporters, Stewards, key Diocesan and Church House staff, etc

4. Other reasonable duties and projects commensurate with the post

Part 3: Person specification

Attribute	Essential	Desirable
Experience, skills and abilities	<p>Experience in a similar EA/PA role</p> <p>Excellent IT skills</p> <p>A high level of literacy, with excellent drafting skills across a range of audiences and formats (presentations, minutes, correspondence, etc)</p> <p>Experience working with senior leaders, Boards of Trustees, and high-profile figures</p> <p>Strong, general secretarial/administrative skills, including diary management, travel planning, etc</p> <p>Experience of maintaining a CRM system or similar</p>	<p>Understanding of the Church of England and related organisations</p> <p>Experience working within a ‘hybrid’ environment with both in-person and online colleagues and meetings</p> <p>Experience in a grant-giving charity or similar setting</p>
Personal	<p>Good-humoured, friendly and welcoming, confident and confidential when working with a broad range of internal and external colleagues</p> <p>Highly organised, able to juggle multiple roles and responsibilities, and with excellent attention to detail</p> <p>Sympathy with the Christian ethos and values of the charity</p>	
Education & training		<p>Relevant qualification or evidence of professional development</p>

Part 4: Further job particulars

Hours of work: 35 hours per week, with some flexibility but generally within the Trust's 'core hours' of 0900 – 1630, Monday to Friday.

Pension: The post-holder will automatically be enrolled into the Trust's pension scheme, which attracts an employer contribution equivalent to 10% of basic gross salary.

Death in service: Life Assurance (Death in Service cover) of 4x salary will be provided for your spouse/dependants in the event of your death whilst you are an active employee of the Trust.

Holiday: The standard annual holiday entitlement in any holiday year is 25 days, exclusive of recognised public holidays. The Trust also closes between Christmas and New Year, additional to annual leave allowances.

Part 5: How to apply

To apply, please email the following to the Chief Executive, The Revd Ben Cahill-Nicholls, on ben.cahill-nicholls@clergysupport.org.uk:

- Curriculum Vitae.
- Covering letter (no more than two sides of A4) explaining why you are interested in the role and how you meet the person specification (please provide specific examples in your supporting statement).
- Completed copy of the attached Criminal Record Declaration form.

Closing date for receipt of applications: 1pm, Wednesday 1st December 2021

First-round interviews will be held on Friday 1st December 2021. A shortlist of candidates will then be invited to a further interview.