

Job Description

PA to CEO

Working for us

The Bible Reading Fellowship (BRF) is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible. BRF resources the spiritual journey of individuals and the mission and ministry of local churches.

The role

Main purpose: To provide administrative support to the Chief Executive

Reporting to: Chief Executive

Location: Home-based with regular visits to the BRF office in Abingdon, Oxfordshire

Hours: Part-time (20 hours per week worked over 4 days)

Salary: £22,000 pa (pro rata) (actual salary £11,733)

Main areas of responsibility

- Managing the CEO's inbox
- Diary management – including regular review of diary with CEO and being proactive to minimise problems
- Organising meetings (both in-person and online) and preparing documentation
- Being proactive in reminding CEO of meeting attendance and pre-empting needs for meetings, including completion of relevant actions
- Supporting the CEO to respond to all forms of communication in a timely and appropriate manner (including sending communications on behalf of the CEO)
- Planning and assisting in the preparation of Trustee board meetings – booking venue, catering and parking
- Preparing documents, spreadsheets and PowerPoint presentations as required
- Filing – intelligent filing of papers, reports and emails, ensuring the CEO is organised efficiently
- Making travel arrangements
- Acting as a second pair of eyes and ears for CEO
- Willingness to provide occasional assistance to other members of the Senior Management Team as and when the need arises

Skills and Experience

ESSENTIAL

- Excellent administrative skills, including proficiency in MS Office
- Excellent communication skills (written and verbal)
- Highly organised
- Excellent attention to detail
- Strong interpersonal skills with the ability to liaise with people at all levels
- Proactive and able to work well independently as well as with others

- Excellent team player willing to 'chip-in' to get the job done
- Ability to handle confidential information discreetly
- Strong commitment to the aims of the organisation

DESIRABLE

- Previous PA experience

Benefits

- 28 days' holiday per annum, including Bank Holidays (pro rata'd)
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Private Health Insurance (after successful completion of probation period)
- Flexitime scheme (after successful completion of probation period)

To apply, please email your CV together with a covering letter, outlining how you meet the skills and experience required, to Sara Sheerin at peopleadmin@brf.org.uk.

Closing date: 5:00pm on Friday 11 June 2021