

Job Title: Executive Assistant

Part Time: 20 hours a week across 4 days. Days and times to be agreed. Some evening work.

Salary: £15,080 (£27,898 pro-rata salary)

Responsible to: CEO

Location: Mostly remote, occasional in-person representation at events and meetings

Who We Are:

We inspire and equip Christians to reach, serve and empower older people in every community, through the local Church.

Our vision is that older people are valued in society as the Bible teaches and that churches reach out to older people with the good news of the gospel so that no one reaches the end of their life struggling with the challenges of older age alone.

Our offerings include a comprehensive website of resources, training and support, the DailyHOPE telephone line, and a voice in the media to help older people have faith in later life.

Job Purpose:

As the Executive Assistant, you will provide essential administrative and communication support to the charity. Your primary duties will include assisting our CEO, managing communications and correspondence, coordinating events, maintaining records and analytics, and general project administration.

Key Responsibilities:

- **Administrative Support:** Record keeping, policy administration, filing, hosting meetings, data collection, and finance administration.
- **Communications Support:** Website updates, social media scheduling, handling correspondence, funder and partner relations, and producing a monthly newsletter.
- **Content Creation and Curation:** Gathering and sharing Church Champion stories, editing blogs and videos, creating simple social media posts.
- **Event Coordination:** Promoting events, managing inquiries and bookings, supporting online and in-person events, thanking speakers, and conducting feedback surveys.
- **Representation:** Occasionally representing Faith in Later Life at events and conferences, such as hosting a stand.
- **Executive Assistance to CEO:** Managing the CEO's schedule, organising appointments and meetings, team check-ins and prayer, and arranging travel.
- **Meeting Management:** Keeping minutes, arranging meetings, and managing action points for team, partner, and board meetings.

- **Resource Management:** Handling online resource requests, preparing, and posting materials like books and postcards.
- **Analytics Gathering:** Collecting and reporting monthly website, database, and social media analytics.
- **General Support:** Undertaking any other duties necessary for the smooth operation of the charity, including one-off projects within the scope of your abilities and qualifications.

Skills, Knowledge, and Experience:

- **Commitment and Passion:** Aligned with the vision of Faith in Later Life.
- **Organisational Skills:** Proven experience of excellent organisation. Detail-oriented.
- **Communication Skills:** Excellent oral, written, and interpersonal skills.
- **Self-Motivation:** Ability to self-start and stay motivated.
- **Flexibility:** Adaptable with a can-do attitude and perseverance to solve problems.
- **Data Protection:** Sound understanding or willingness to learn.
- **Trustworthiness:** Trustworthy and discreet.
- **Technical Proficiency:** Proficient in online systems like G-Suite and Microsoft.
- **Other experience or willingness to learn:** Effective use of WordPress, Canva, Brevo, Linktree, Buffer, LinkedIn, WhatsApp, YouTube, Facebook, X, and Instagram.

Desirable:

- **Creative Skills:** Creativity is a plus.
- **Sector Experience:** Experience in the later life or evangelism sector is a plus too!

The successful applicant will join the CEO to form a small, dedicated staff team that is supported by a team of volunteers, freelancers and a highly experienced Trustee Board. If you have the skills and experience we're looking for, and you're passionate about supporting and resourcing ministries among older people, we'd love to hear from you! Find out more about us at [Faith in Later Life](https://www.faithinlaterlife.org).

How to apply:

Please submit a completed application form, your CV, and a cover letter detailing your suitability for the role to info@faithinlaterlife.org by Friday 14th February 2025.