

## Executive Assistant to Lead Pastor



UK

We have an exciting new role here at Hillsong UK.

Hillsong Church UK is looking to recruit an Executive Assistant to support the Lead Pastor of Hillsong Church UK. This person will be expected to provide comprehensive and efficient organisational and administrative support and assist with a wide variety of tasks that fall within the remit of the Lead Pastor. Where appropriate, you will liaise and work with other members of the team.

You will also be responsible for the robust management of the Lead Pastors diary, quality assuring, briefing material, ensuring that all matters relating to the Lead Pastors Office activities are appropriately escalated and managed to ensure successful delivery. You will manage the time of the Lead Pastor in a way that ensures visibility across Hillsong Church UK and beyond, and which helps to support meeting agendas, ensuring that the Lead Pastor is fully prepared for the meetings with all necessary documentation provided.

With locations across the UK, with many different works strands, the job will be busy and varied and the day-to-day needs and challenges may vary. There will be opportunities to become involved and support new developments with Hillsong Church UK; Also, there will be further opportunities to help and support the wider leadership team by establishing basic systems and processes, allowing them to work as effectively as possible.

### **Summary of responsibilities:**

- Provide oversight to all things related to the Lead Pastor
- Managing the Lead Pastor's correspondence (post, e-mail and telephone), using their own initiative to respond on behalf of the lead pastor, as appropriate
- Taking a proactive approach to managing the Leader Pastor diary and schedule, as agreed, including practical arrangements and briefings.
- Organize travel arrangements as required including flights, accommodation, and itineraries
- Provide other general administrative duties, including filing, printing, proof reading and formatting documents to a high quality and in compliance with GDPR.
- Maintain strong communication and working relationships across Hillsong Church and liaise with key staff and organisations including meeting and greeting guests in the office environment as required.
- Provide support to a range of meetings to ensure the effective governance and delivery of the Church, including coordinating agendas, preparing presentations, communicating action points where required and make notes/record of meetings
- Ensuring that the Lead Pastor has all the necessary paperwork in advance of meetings / events.
- Draft reports for various meetings on behalf of the Lead Pastor
- Provide support to the members of the Senior Management Team as and when needed
- Assist in collating and analysis of reports across all areas of Church

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### **Profile / Skills / Qualification:**

- 2 - 4 years' experience in administrative role reporting directly to upper management
- Bachelor's Degree
- Accuracy/attention to detail.
- Experience of managing multiple and competing priorities for multiple stakeholders.
- Experience in using Microsoft Office (Word, Outlook, PowerPoint and Excel), Microsoft Teams and Zoom.
- Excellent planning & organising skills.
- Good interpersonal skills and the ability to handle queries from a wide range of people.
- A willingness to work within our values, where we seek to be:
  - Collaborative
  - Supportive
  - Generous
  - Inspirational
  - Committed to a Common Purpose
- Experience in handling sensitive and confidential information in the executive environment and within organisational policy and strategy
- An understanding of, and an appreciation for, the Christian ethos and values.
- Experience of working within a complex governance framework, ideally with experience of clerking meetings and advising on process in such a setting.
- Knowledge of church structures and governance systems would be advantageous

**If this sounds like you, we would love for you to apply today!**