

## **TRANSFORM EUROPE NOW (TEN) JOB DESCRIPTION**

TEN is looking for a highly capable and motivated individual who has a servant heart and a passion for supporting God's work across Europe within an exciting and effective mission support atmosphere. This role provides the opportunity to use a variety of disciplines and skills including administration, organisation, IT, data inputting, interpersonal skills, time management, communication and creative thinking. The role may require some international travel.

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Chief Executive Officer

**DAY TO DAY SUPERVISION:** Operations Administrator

**PRINCIPAL PURPOSE OF JOB:** To ensure TEN operates effectively and efficiently achieve its aims and objectives by offering administrative assistance and support to all aspects of TEN's activities and day to day functions.

**SALARY:** £15,000 - £16,000 depending on experience (pro rata for part time or job share)

**WORKING HOURS PER WEEK:** 35 hours per week

### **WORK ENVIRONMENT:**

Work is based in the TEN office in Bristol, Monday to Friday, 9am to 5pm. Please note the office will be relocating from Kingswood to North East Bristol later this year.

Travel, including visiting overseas partners in Europe, and organising partner visits in the UK (usually in Bristol), may be required as part of the work, therefore TEN operates a TOIL system to compensate for time served outside normal working hours.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for office administration support, to include:
  - a. Helping administer support services and maintenance
  - b. Answering telephone calls
  - c. Monitoring and procuring office consumables
  - d. Updating, circulating and managing various rotas
  - e. Organising hospitality for office based meetings
  - f. Assisting with communications to supporters, e.g. sending letters, emails, receipts
  - g. Helping with proof reading of publications for TEN
  - h. Assisting with updating of TEN's on-line communications
  - i. Helping with partner communications and processing partner reports

- j. Assisting with partner hospitality and travel logistics
- k. Helping with financial data processing, data entry and banking
- l. Helping keep data records up to date
- m. Providing admin. support for UK teams visiting overseas partners
- n. Providing admin. support for the CEO when required
- o. Active participation in daily prayer and weekly devotions
- p. Maintaining familiarity with key TEN office activities to ensure there is cover at all times

#### **ADDITIONAL JOB FUNCTIONS:**

- Helping at occasional ambassador training days, providing support and documentation
- Contributing to the promotion of TEN by helping at Christian events and Church services
- Undertaking any other reasonable tasks required by the CEO to meet the needs of the organisation
- Adhering to the various policies, values and processes that govern TEN's compliance with best practice

#### **QUALIFICATIONS & PERSONAL REQUIREMENTS:**

##### **Essential**

- This position has a genuine occupational requirement for a committed evangelical Christian
- Must be a UK/EU citizen or have a valid visa and work permit
- Excellent communication skills, both written and spoken
- Able to be highly accurate, especially in terms of updating database records and written English
- Competent numeracy skills
- Organised and effective administration skills
- Computer literate, particularly in Microsoft Office
- Personable and polite, punctual and courteous and able to contribute to both a positive work environment and a positive representation of TEN, in and out of work time
- Able to work on own initiative as well as part of a team
- Able to handle pressure well and meet tight deadlines
- Able to initiate and communicate professionally at meetings
- A person of integrity, trustworthy and able to maintain confidentiality

##### **Desirable**

- Experience of international mission
- Experience of QuickBooks or similar financial package and Salesforce database
- Foreign language skills
- Hold a full UK driving licence

**OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalise peak work periods or otherwise to balance the workload.

This job description will be reviewed according to the needs of the organisation.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior staff member position \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_