

## POSITION DESCRIPTION

### **GOD LOVES YOU TOUR - ADMINISTRATIVE ASSISTANT**

BILLY GRAHAM EVANGELISTIC ASSOCIATION (BGEA)

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<b>Position Title:</b>	Administrative Assistant – God Loves You Tour (GLYT)
<b>Department:</b>	Billy Graham Evangelistic Association (BGEA)
<b>Contract Period:</b>	Temporary contract to July 2024. Full time and part time considered
<b>Location:</b>	Local Tour Office
<b>Reporting To:</b>	City Tour Director
<b>Effective Date:</b>	October 2023

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### MISSION STATEMENT (Organisation Overview)

The Billy Graham Evangelistic Association exists to support and extend the evangelistic calling and ministries of Billy Graham and Franklin Graham by proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us and by equipping the church and others to do the same.

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#### **Position Summary:**

The Administrative Assistant works with the God Loves You Tour Director and Tour Team in preparation for the GLYT taking place in 2024. This role serves to provide a high level of administrative assistance, requiring the post holder to be highly organised with excellent communication skills and be a good team player. The ability to multi-task, while maintaining complex schedules is essential in this position. Other skills required for this role include, being resourceful, good problem-solving skills and being self-driven with the ability to complete work in a timely manner which is key in this position.

#### **Responsibilities and Duties:**

- Demonstrates Christian values and behaviour that is reflective of the standards, policies and the Statement of Faith established for an employee of BGEA.
- Demonstrates a commitment to the values, vision and mission of the organisation.
- Communicates effectively with team members and when dealing with people externally.
- Provides day to day administrative support in the office for the GLYT.
- Compiles a weekly feedback report for Tour Director.
- Maintains and updates information and records using Microsoft Office suite.
- Maintains accuracy and follows procedures when performing functions.
- Maintains the protection and confidentiality of records and information.
- Manages workflow, ensuring that deadlines are met and work is completed correctly based on requirements and personal skills, and as assigned by the City Tour Director in ONE OR MORE of the following areas:
  - Assist the management team in compiling reports, presentations, researching and providing information that may be required for the GLYT Birmingham.
  - Organise appointments, meetings, minute taking, venues and catering.
  - Organise travel arrangements for staff, including booking accommodation, transfers, car hire and other travel logistics as needed.

Updated, UK Hub – 9/2023

*As Job Descriptions are for guidance and evolve over time, the Billy Graham Evangelistic Association will review, amend, and update the Job Description, from time to time in consultation with the post holder.*

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- Coordinates with HUB Office Administrator sourcing suppliers, quotations, stationery, printing, shirts or other merchandise.
- Organising couriers and assist in co-ordinating marketing materials.
- Handle administrative duties relating to the Christian Life & Witness Course training (CLWC) and Pursuit (Youth CLWC).
- Monitor CLWC registrations and class attendance.
- Ensure that all administrative processes are in place for CLWC and that they are followed, including post event administrative tasks.
- Respond to general enquiries relating to GLYT, including phone calls and email enquiries.
- Interfaces with the HUB office in London to process information and prepare data for the database, based on requirements needed.

#### **Competencies required:**

- **Servant Leader:** Upholds Christian values with the ability to lead by example and have a heart for service.
- **Communication:** Strong communication skills; ability to express oneself professionally, both written and verbally when interacting with people internally and externally.
- **Teamwork:** Ability to work well within a team and individually.
- **Proactive:** Proactively carry out administrative tasks and support the team where needed.
- **Problem Solving:** Ability to assess problems and seek to implement solutions.
- **Flexibility:** Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people.
- **Thorough:** Have good attention to detail, with emphasis on communication, time management and accurate record-keeping.
- **Multi-task:** Ability to multi-task, be well-organised and work well under pressure.

#### **Education and Experience:**

- Qualification in related discipline or equivalent work experience.
- Experience in working with a variety of church denominations desirable, but not essential.
- Proficiency in MS Office suite.

#### **Physical/Mental Demands:**

- Ability to work with people at all levels of the organisation.
- Ability to travel locally and more widely to other Tour cities, as required.

#### **Reporting Relationships:**

- Reports to the City Tour Director.
- Coordinates with Tour Associates and HUB Staff.
- Works closely with other BGEA departments.

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#### **Safeguarding**

- This role requires a basic DBS check to be carried out.

#### **Occupational Requirement**

- In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be a committed Christian. The job holder should be committed to the purpose of BGEA and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.