

JOB DESCRIPTION AND PERSON SPEC

JOB TITLE: Administrative Assistant for Bus Regions
DEPARTMENT: Billy Graham Evangelistic Association (BGEA)
REPORTING TO: Director of Engagement
JOB TYPE: Fixed Term
Full Time or Part Time
Office based in London
DATE ISSUED: October 2024

1 MAIN PURPOSE OF JOB

The Administrative Assistant for Bus Regions works with the Director of Engagement for Bus Regions, and Tour Associates, in support of the God Loves You Tour, London. 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.

2 POSITION IN ORGANISATION

- Reports to Bus Route Director of Engagement
- Coordinates with other Tour Associates
- Coordinates with Office Manager and Training Administrator
- Works closely with other BGEA departments

3 PRINCIPAL RESPONSIBILITIES

- 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 London
- Compiles a weekly feedback report for Bus Route Director of Engagement
- 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 Bus Route Director of Engagement 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 London God Loves You Tour
 - Organise appointments, meetings, minute taking, venues and catering

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

- Organise travel arrangements for staff, including booking accommodation, transfers, car hire, and other travel logistics as needed
- Organising couriers and assist in co-ordinating marketing materials
- Handle administrative duties relating to the Christian Life & Witness Course training (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 the London Tour Bus Program including phone calls and email enquiries
- Interfaces with the HUB office Staff to process information and prepare data for the database, based on requirements needed for the London Tour
- Interfaces with the HUB office in London with other Tour related projects and administrative tasks as needed
- You may be called upon to assist BGEA in its collaboration with the SPI.

4 OTHER DUTIES

- Such other duties as management/your line manager may reasonably require
- Some weekend and evening meetings/presentations will be required
- Attends, participates and sometimes leads daily morning devotions and provides prayer support for the ministry, donors and volunteers

5 SAFEGUARDING

This role requires a basic DBS check to be carried out

7 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 an evangelical 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.

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PERSON SPECIFICATION

JOB TITLE: Administrative Assistant for Bus Regions

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Education	Educated to ONC, A-level or Scottish Highers or equivalent. Minimum of Grade C in Maths & English GCSE.	

EXPERIENCE	ESSENTIAL	DESIRABLE
Relevant and demonstrable experience	Qualification in related discipline or equivalent work experience. Proficiency in MS Office suite.	Experience in working with a variety of church denominations desirable, but not essential.

SKILLS	ESSENTIAL	DESIRABLE
Communication	Strong communication skills: ability to express oneself professionally, both written and verbally when interacting with people internally and externally. Have good attention to detail, with emphasis on communication, time management and accurate record-keeping.	
IT Skills	Confident with all relevant Microsoft Office packages e.g. Word, Excel, Outlook, PowerPoint, with comfort in word processing, creating reports, handling queries and basic data manipulation in Excel	
Teamwork	Ability to work well within a team and individually. Proactively carry out administrative tasks and support the team where needed.	
Flexibility	Ability to adapt quickly to fit with changing conditions, tasks, responsibilities, or people.	
Multi-tasking	Ability to multi-task, be well-organised and work well under pressure.	

Problem-solving	Ability to assess problems and seek to implement solutions.	
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ATTRIBUTES	ESSENTIAL	DESIRABLE
Commitment to purpose of organisation	Upholds Christian values with the ability to lead by example and have a heart for service.	

CIRCUMSTANCES	ESSENTIAL	DESIRABLE
Travel	Ability to travel to Tour cities if required.	