



## **Job Description and Person Specification: *Personal Assistant to the CEO***

### ***Job Description***

Reporting to the CEO and Director of Operations, the role is responsible for providing assistance in whatever is considered necessary to ensure the smooth running of the CEO function, office administration and donor thanking.

### ***Specific duties***

- To deal with correspondence on behalf of the CEO.
- Managing CEO calendar, travels and expense claims.
- Be responsible for the administration surrounding the CEO office.
- To organise the office diary and ensure the Outlook Calendar is kept up- to- date.
- To organise meetings, conferences and tours as required.
- To deal with general enquiries about the ministry of CWI and forward appropriate information.
- To liaise with and develop good relationships with donors, supporters and missionaries.
- To co-ordinate and make known the prayer needs of CWI.
- Monitor special occasions and send greetings as appropriate.
- To assist other members of the Head Office team in various duties as required.
- To deal with incoming and outgoing mail
- To be the first person to receive incoming telephone calls.
- To make arrangements and prepare paperwork for CWI Board meetings, including travel and food arrangements.
- To make arrangements and prepare paperwork for Leadership Team meetings and take minutes.
- To carry out other duties such as welcoming visitors and making refreshments.
- To ensure stationery and office supplies are replenished and orders for new stock carried out.
- To ensure the communal office areas are kept tidy.
- Schedule weekly devotions for and by CWI staff.
- Accurate and timely recording of donations received on donor database.
- Sending out tailored thank you letters to donors with great care.
- Ensuring restricted income is allocated in accordance with donor wishes.
- Accurate processing of donations through the credit card machine.
- Pray with donors via telephone if required.
- Maintain a high level of supporter and missionary satisfaction through prompt and accurate responses to queries.

## ***Person specification***

This is a key role within the CWI Head Office structure as this role covers the responsibility of dealing with confidential matters and will be taking some of the daily routine workload off CWI management.

The role will also need to ensure the smooth running of CWI's Head Office. The individual appointed will be asked to provide demonstrable evidence that he/she is a committed Christian and is prepared to align him/herself with and sign CWI's Basis of Faith.

### **In addition, the individual should:**

- Be willing to work within a team with a strong Christian ethos.
- Have excellent written and verbal communication skills.
- Have good working knowledge of Microsoft Office; a good understanding of database management would also be an advantage.
- Be able to deal with sensitive and confidential issues in a professional manner.
- Have a good eye for detail and accuracy.
- Have the ability to work with the minimum of supervision.
- Have an organised and disciplined approach to work-related tasks.
- Have a flexible attitude.

## ***Other information***

**Job Title:** Personal Assistant to the CEO

**Reporting to:** CEO/Director of Operations

**Location:** CWI Head Office - Eynsham, Oxfordshire

**Job Status:** Full-time

**Salary:** £25,000

**Benefits:** 25 days annual leave (plus Bank Holidays), Healthcare and Pension

**Further details and application information:** Please visit [www.cwi.org.uk/vacancies.html](http://www.cwi.org.uk/vacancies.html) or contact Henk Gouws, Director of Operations - [HGouws@cwi.org.uk](mailto:HGouws@cwi.org.uk)

*All jobs at CWI have an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian.*