

## **Executive Assistant to the CEO- GEM UK**

### **Greater Europe Mission (GEM UK)**

**Location:** Birmingham or Remote with Travel as Required

**Reports to:** CEO

**Hours:** Full-time / Part-time (negotiable)

**Salary:** Self-funded

### **About Greater Europe Mission (GEM UK)**

GEM UK exists to glorify God by making disciples and multiplying churches across Europe. As part of the wider GEM network, we work to mobilise and support missionaries, partner with churches, and engage in strategic gospel initiatives throughout Europe.

### **Role Summary**

The **Executive Assistant (EA) to the CEO** will provide high-level administrative and operational support to the CEO, ensuring the smooth functioning of the organisation's leadership activities. This role requires a highly organised, proactive, and spiritually mature individual who can manage schedules, communications, and administrative tasks with excellence, confidentiality, and efficiency.

### **Key Responsibilities**

#### **1. Administrative Support to the CEO**

- Manage the CEO's calendar, scheduling appointments, meetings, and travel arrangements.
- Organise and prepare agendas, materials, and minutes for leadership and board meetings.
- Handle correspondence, emails, and communications on behalf of the CEO.
- Ensure timely follow-up on key action points and projects.

#### **2. Operational & Organisational Support**

- Assist with project management, tracking key initiatives and deliverables.
- Support governance responsibilities, including coordinating Board and Trustee meetings.
- Liaise with internal teams and external stakeholders to ensure smooth operations.
- Maintain key documents, reports, and records in an organised and accessible manner.

#### **3. Communication & Representation**

- Draft reports, presentations, and key documents for the CEO.
- Represent the CEO in meetings, responding to inquiries and managing relationships as needed.
- Communicate with missionaries, partner organisations, and donors in a professional and gospel-centred manner.

#### **4. Event & Travel Coordination**

- Arrange and manage travel logistics for the CEO and senior leadership as needed.
- Assist in planning conferences, leadership retreats, and ministry events.

#### **5. Strategic & Ministry Support**

- Provide research and support for key ministry initiatives.

- Ensure alignment between the CEO's schedule and the mission's strategic priorities.
- Support fundraising, donor relations, and networking efforts as directed.

## **Qualifications & Skills**

### **Essential:**

- A committed Christian with a heart for mission and the vision of GEM.
- Strong organisational skills with exceptional attention to detail.
- Ability to handle confidential information with integrity and discretion.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Teams, and project management tools.
- Ability to multitask and prioritise in a fast-paced environment.
- A proactive, self-motivated, and servant-hearted approach to work.

### **Desirable:**

- Proven experience as an Executive Assistant or in a similar administrative role.
- Experience working in a ministry or non-profit setting.
- Familiarity with CRM and donor management systems.
- Knowledge of European missions and cross-cultural ministry.