

Job Title: GEM UK Executive Assistant

Location: Birmingham or Remote with Travel as Required

Reports to: CEO

Hours: Half-time (based on 37.5 hour full-time contract)

Salary: from £27,500/yr pro-rata (dependent on experience, based on 37.5 hour full-time contract)

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.

Job Summary:

The GEM UK Executive Assistant to the CEO helps with tasks such as scheduling; reviewing, prioritising and responding to emails; organising and formulating documents; maintaining records; taking notes at meetings and any other administrative task that helps the executive perform their job. Additionally, the Executive Assistant leads on select event coordination tasks that include but are not limited to hosting visitors to Birmingham as well as the annual GEM UK Gathering. The Executive Assistant also fulfils logistical needs in relation to travel and accommodation of the Executive as well as the GEM UK executive Team and visiting members of the GEM UK Board as needed.

Main Area of Responsibility:

Administrative tasks that support the Executive in the matters of communication, scheduling, meetings, strategic development, file maintenance, and event logistics.

Responsibilities:

- Act as the point of contact among leaders, GEM workers, other external partners
- Manage information flow in a timely and accurate manner between parties
- Manage Executive's calendar and set up meetings
- Format information for internal and external communication that may include emails, presentations, documents
- Assist in creating agendas, taking minutes during meetings and following up with action points
- Screen and direct emails and distribute correspondence
- Maintain the online filing system on Sharepoint as well as the system on Click Up
- Assist in brainstorming when needed over various projects

- Assist in the job posting and hiring process of open roles in GEM UK
- Perform tasks in relation to logistical needs such as travel reservations, accommodations, space rental and food provisions for GEM leadership and GEM-related events and travel.

Work hours:

20 hours a week with the potential for a full-time position. The specific days and times are subject to be adjusted each week given the needs of the responsibilities.

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.