

## Job Description

**Job Title:** Team Administrator – Internal Operations

**Work Location:** Witney

### Who We Are

Open Doors is a Christian charity looking to recruit active, practising Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 50 countries to ensure that those facing such persecution are not forgotten, but can stand strong to serve their communities and give life.

### Job Summary

To provide a comprehensive, confidential and professional administrative support service to the Internal Directorates including the People, Culture, Operations and Finance teams.

### About the Team

Reporting to the Director of People, Culture and Operations, you will work closely with the People, Operations and Finance teams, the Leadership team and other team administrators.

### Hours

37.5 hours per week. Usually worked between 8.00am to 6.00pm Monday to Friday. This position involves some evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

### Responsibilities and Requirements

#### A) Administrative

- To support the efficient, effective and professional operation of the internal teams , utilizing all aspects of Microsoft Office software.
- To manage and maintain schedules, appointments and travel arrangements to make effective use of the time of the team; this includes diary management, accommodating requests for meetings.
- To proactively support the creation of reports, and prepare background documents and presentations as necessary.
- To conduct research, assemble and analyse data as required.
- To support budget management, as required.
- To work collaborately with other administrators on projects in which cross Directorate cooperation is required.
- As required, administrate third party working groups with which members of the internal directorates are involved.
- Supporting the administration of meetings including setting up meetings, setting agendas, taking meetings and maintaining good communication between stakeholders .
- Supporting organizational-wide events run by the internal Directorates (this could include the whole team meeting, cross organization training events, communications required for the organization)
- Supporting the implementation of the internal communications strategy.
- To review operating practices and implement improvements where necessary.
- Working closely with other team members to organize filing systems (both physical and online) to ensure ease of retrieval.
- To ensure security and confidentiality of data.

## **B) Event Management.**

- Event management, including event liaison, booking meeting rooms, catering and facilities as required (typically this will include the staff retreat and any team events).
- Liaise with Open Doors International as required.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

## **Applying Your Christian Faith to This Role**

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting etc.
- committing to private prayer for the work associated with this role, your direct reports and closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else

## **Limits of Authority**

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

## **Who You Are**

**You will demonstrate the following essential criteria for this role:**

### **Calling**

- committed Christian who is completely in sympathy with the calling and mission of Open Doors

### **Competency**

- significant experience working in an administrative role
- advanced MS Word, Excel, PowerPoint, Outlook and Desktop Publishing skills
- excellent diary management skills, including the coordination of complex executive meetings
- able to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- excellent interpersonal skills and ability to form working relationships at all levels
- excellent communication skills, both written and verbal
- able to work effectively under pressure
- superb problem solver with a highly positive 'can do' attitude
- confidence in drafting reports and proposals, working with figures as well as words with a high degree of accuracy and professionalism
- judgment and decision-making ability
- able to deal with confidential or sensitive issues with discretion and diplomacy
- ability to anticipate needs

**Character**

- committed Christian who is completely in sympathy with the calling and mission of Open Doors
- flexible, positive and trustworthy
- chemistry with Open Doors staff
- demonstrates a highly developed attitude of service
- proactive and assertive

**In addition, it would be beneficial for you to demonstrate the following:**

- Understanding of new technology and can harness that to benefit the smooth running of the office
- project management experience and qualification
- broad knowledge of international and Christian issues
- Experience in working in human resources and/or financial services sectors

Enhanced disclosure information will be requested from the DBS in the event of a successful application.

## Our Statement of Faith

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;  
and in Jesus Christ His only Son, our Lord,  
who was conceived by the Holy Spirit;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, died and was buried.  
He descended into hell,  
the third day He rose again from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty,  
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;  
the holy Christian Church;  
the communion of saints;  
the forgiveness of sins;  
the resurrection of the body;  
and the life everlasting.