

## Executive Assistant – Trust Office

**Responsible to:**  
CEO

**Primary Objective:**

- Support the CEO in their role, assisting the running of the trust office, and **influencing a consistent proclamation of Jesus Christ through leadership and decisions.**

**Main Objectives**

- Working alongside and assisting the CEO in any capacity as and when required.
- Providing administrative support for the recruitment and human resources function.
- To help produce branded materials: team uniform, digital, and other retail items.

**Responsibilities & Duties:**

- **Personal assistant**
  - Plan, develop and implement CEO events, projects and meetings.
  - Arrange appointments, manage diaries and travel arrangements when required.
  - Assist the CEO in updating and distributing policies.
  - Issue board paper to trustees when required.
  - Organise and set the date for centre management audits and distribute notes.
  - Support the CEO and planning team in annually delivering The Abernethy Gathering.
- **Assist with Marketing/HR/Recruitment/Communications**
  - Using skills as appropriate to assist with the running of the Trust Headquarters
  - Provide administrative support to other team members where required
- **Act as an ambassador for the Trust:**
  - Become involved when necessary in related activity to benefit the aims and goals of the Trust, acting as the face of Abernethy.
- **To carry out any other duties and functions associated with the work of the Trust as the need arises.**