



# Administrative Assistant

Job Description & Application Pack

GOOD  NEWS  
*for Everyone!*






**Christian Jobs**  
Work With Purpose

# Who are Good News for Everyone?

We are men and women who love Jesus and want others to experience the joy of knowing Him. It's as simple as that! As GOOD NEWS for Everyone!, our members are men and women who have a passion to understand and explore Scripture; to live lives of prayer; to be compassionate and generous; and to be a witness to God's goodness whenever and wherever they can. We are proud that our members represent a wide range of denominations and backgrounds. And, with support from their own fellowships, we help them to discover their skills and live out their God-given calling.

Over the past 70 years by God's grace, our forefathers have built a wonderful foundation on which we continue to grow. It's a legacy we are proud of, but to adapt in line with God's prompting, we changed our name from "GideonsUK" to GOOD NEWS for Everyone! In 2021.

We look for opportunities to:

-  **Present Bibles and copies of the New Testament, Psalms and Proverbs**
-  **Lead assemblies and religious education classes in schools**
-  **Share the Word of God personally**
-  **Pray for and encourage each other**
-  **Provide Scriptures for distribution around the world**





# What is the Role?

We are looking forward to recruiting an Administration Assistant to support the existing team with professionalism and efficiency.

As a tight-knit and relational team, we are excited by the prospect of hiring a new team member who loves Jesus and seeks to serve the organisation as it fulfils the mission of introducing others to the Lord Jesus Christ.

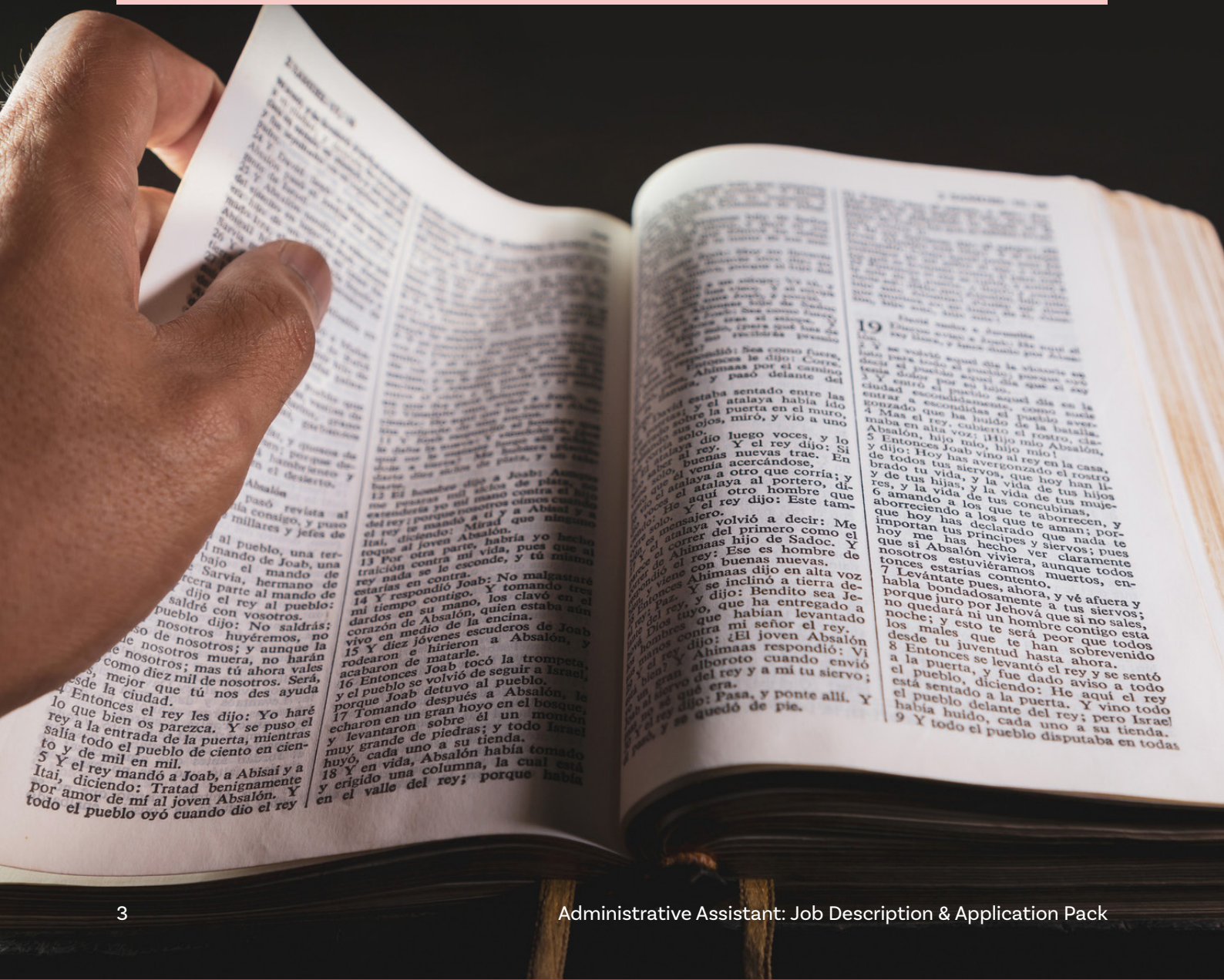
**Job Title:** Administrative Assistant

**Salary:** £25,000

**Hours:** Full Time

**Working Arrangement:** Hybrid (up to 3 days working from home each week)

**Location:** Lutterworth, Leicestershire



# Main Responsibilities and Duties

## Communication

Respond to emails received via the general email address, either directly to the sender or passing to the appropriate member of staff to deal with.

Acknowledge requests for Bibles, Testaments, and other publications, from individuals, hotels, schools, and other such establishments, and pass the information onto the relevant local branch.

Deal with applications to become Friends and changes to Friends' details; ensuring the required information is passed to the relevant local branch.

Answer 'general' telephone calls and pass to the appropriate member of staff.

## National Convention (Connexions)

Provide administration support in relation to the planning and undertaking of the annual National Convention.

Circulate the agenda for meetings of the National Convention Programme Committee, take minutes and distribute.

Attend National Convention, providing support as required.

## General Administrative Duties

Provide support to the Ministry Development Manager as required.

Contribute to cover for absence of other staff if necessary.

Organise refreshments for meetings.

Manage office supplies, ordering additional items when required.

Posting items on social media from time to time as directed.

Assist with opening the mail and distributing.

The Administration Assistant is to carry out such work and to accept such further responsibilities as shall be reasonably required by the Ministry Development Manager from time to time in order to meet the Objective of the Association as already stated.





# Next Steps

For more information, please see the Job Pack document attached.

To apply for the role, please email your CV and completed Candidate Bio Details Form to [applications@christianjobs.co.uk](mailto:applications@christianjobs.co.uk).



**Joe Santry** - Christian Jobs, Business Manager

*"I had the privilege of visiting the team when discussing this role, and the tight-knit nature of the team is evident. They regularly spend time in prayer and encourage each other in their work. This is a really healthy environment for someone looking to grow in their career or someone more experienced looking for a role within a missional and kingdom-focused organisation."*

To learn more about this role, contact [joe.santry@christianjobs.co.uk](mailto:joe.santry@christianjobs.co.uk)

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