

Executive Assistant

Location: The Light Church

Hours: 15 hours per week (flexible arrangement)

Salary: £11,333.40 per annum (Pro rata based on £28,333.50 FTE)

Reports to: Senior Pastor / Church Leadership Team

Purpose of the Role

The Executive Assistant will provide professional administrative and executive support to the church leadership, enabling them to focus on pastoral ministry, strategic planning, and the spiritual development of the congregation. The role is central to the smooth operation of church administration and to maintaining effective communication across the church community.

Key Responsibilities

Leadership Support

- Work closely with the Senior and Associate Pastors to facilitate smooth operations across all church ministries.
- Handle correspondence on behalf of church leadership, ensuring timely and professional responses as requested.

Administrative Management

- Oversee general church administration and maintain efficient filing systems, both digital and physical.
- Manage the ChurchSuite database, rotas, planning, and the onboarding of new members in compliance with GDPR.
- Coordinate internal communications, including the weekly Light News, email updates, and other announcements.
- Liaise with staff, volunteers, and external contractors as required.

Event Coordination

- Support the planning and execution of church services, events, and other special occasions working closely with all Sunday Team Leaders..
- Manage the smooth running of full-time and one-off venue rentals, ensuring each event is well-organised and delivered successfully.
- Process invoices and expenses in liaison with the Church Finance Manager.
- Keep all church policies up to date, ensuring timely reviews, Trustee sign-off, and compliance with current legislation.

- Oversee building operations, ensuring the premises are well maintained, all required checks are completed, and any issues are promptly addressed in coordination with the maintenance person or external contractors.

Communication

- Act as the first point of contact for enquiries received by phone, email, or in person.
 - Maintain the church calendars and social media presence, or coordinate this with relevant volunteers.
 - Prepare correspondence, reports, and presentations as required.
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Person Specification

Essential

- Committed Christian with an understanding of and genuine sympathy for the church's vision and values.
- Proven administrative experience in an executive assistant or similar role.
- Excellent organisational skills, with the ability to manage multiple priorities effectively.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Discretion and the ability to handle confidential information with sensitivity.
- Self-motivated, with the ability to work independently and use initiative.
- Flexible approach to working hours, including occasional evening or weekend work.

Desirable

- Experience working in a church, charity, or non-profit environment.
 - Knowledge of charity governance and safeguarding requirements.
 - Experience with church management software such as ChurchSuite or Planning Centre.
 - Understanding of UK employment law and GDPR compliance.
 - Skills in social media management and website content administration.
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Working Arrangements

Hours are flexible and can be arranged across three to four days per week by mutual agreement. Some evening and occasional weekend availability will be required to support church events and meetings. The role may involve a combination of working from the church office and remote working, as agreed with the line manager.

Additional Information

- An enhanced DBS check will be required for this role.
 - The post-holder must be committed to the church's safeguarding policies and procedures. The role is subject to a probationary period of three to six months.
 - Holiday – 5 weeks per year (Jan – Dec) plus bank holidays (pro rata)
 - Pension – Minimum 5% employer pension contribution with an additional potential 3.5% to match employee contributions. (Employee contributions - minimum compulsory 3%)
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How To Apply

Send an email of interest to davemckeown@thelightchurch.org.uk, and we will be in touch.

This is a wonderful opportunity to serve at the heart of church life — bringing professional skills and a servant heart together in support of ministry, mission, and community.