

Job Description

Job Title: Executive Assistant to the CEO

Work Location: Witney (minimum 40% office based)

Who We Are

Every day, millions of Christians risk their lives to follow Jesus. In more than 70 countries, Open Doors supports them by supplying Bibles, providing emergency relief and helping persecuted believers stand strong for the long-term. In the UK and Ireland, Open Doors helps the church to pray, give and speak out for those who share our faith but not our freedom.

Job Summary

The Executive Assistant is a pivotal role at the heart of Open Doors UK & Ireland, providing trusted, high-level support to the CEO and helping to enable the effective operation of the Leadership Team and Board of Trustees.

Acting as a genuine right hand to the CEO, the Executive Assistant will work with a high degree of trust, discretion and judgement, providing proactive support that enables the CEO to focus their time and attention on the organisation's most important strategic and mission priorities.

With close proximity to senior-level discussions and decision-making, the post-holder will be trusted with highly sensitive and confidential information and will play an important role in ensuring that the CEO, Leadership Team and Board of Trustees are well prepared, connected and supported.

The role requires an experienced and highly capable Executive Assistant who can anticipate needs, manage competing priorities, build trusted relationships across the organisation and externally, and bring order and momentum in a fast-moving environment.

More than providing excellent executive administration, this role is about creating the conditions in which senior leadership can operate effectively — ensuring priorities are followed through, key relationships are well managed, and the CEO is equipped to lead Open Doors UK & Ireland effectively in service of our mission and the persecuted church.

To ensure the CEO and Board of Trustees are supported to enable them to be effective in their role. To provide a comprehensive, confidential and professional service to the CEO and to maintain a discreet and confidential role in supporting the Board of Trustees.

To ensure the smooth running of an efficient, effective CEO office, Leadership Team and Board. To be welcoming, hospitable, culturally sensitive and to deliver a range of high-level projects in a timely manner.

About the Team

Reporting to the Chief Executive Officer (CEO), you will work closely the Leadership Team, the Board of Trustees, Open Doors International, and other external stakeholders.

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

On behalf of the CEO

Provide proactive, high-level executive support to the CEO, enabling them to focus on strategic leadership and organisational priorities.

- Anticipate the CEO's requirements, proactively identifying issues and resolving them where appropriate.
- Support the CEO in planning and coordinating strategic priorities, projects and organisational initiatives.
- Exercise sound judgement in managing competing priorities and making decisions within delegated authority.
- Build effective relationships with internal and external stakeholders on behalf of the CEO.
- Manage confidential and sensitive information with the highest levels of integrity and discretion.
- Ensure security and confidentiality of data and conversations held with CEO, Leadership Team and the Board.
- Act as the first point of contact for the CEO, managing correspondence, enquiries and communications with professionalism and discretion.
- Prepare agendas, reports, presentations, briefing papers and other documentation to support meetings and decision-making to a high professional standard.
- Conduct research, assemble and analyse data to prepare reports and documents.
- Monitor and coordinate actions arising from meetings, ensuring deadlines are met and follow-up is completed.
- Manage the CEO's complex diary, ensuring effective prioritisation of meetings, appointments and commitments.
- Review operating practices and implement improvements where necessary.
- Coordinate domestic and international travel arrangements, itineraries and accommodation.
- Manage itinerary and international logistics including co-ordination with Open Doors International to facilitate visits with international staff.
- Organise itinerary for the CEO speaking on behalf of Open Doors.
- Ensure the efficient, effective and professional management of the CEO's office, utilising all aspects of Microsoft 365.
- Manage expenses preparation and track CEO budget.
- Organise the office filing system and all aspects of Microsoft Office to ensure ease of retrieval.
- There may be opportunities to travel on behalf of or with the CEO.

On behalf of the Leadership Team

Provide coordinated executive support to the Leadership Team, ensuring effective communication, governance and delivery of organisational priorities.

- Co-ordinate logistics of Leadership Team meetings including diary management, agenda setting, reports, catering and meeting room bookings.
- Ensure accurate and up-to-date records of meetings are kept accessibly including a running action plan.
- Support Leadership Team projects by monitoring milestones, deadlines and deliverables. Maintain Leadership Team documentation, records and shared resources.
- Produce high-quality reports, presentations and correspondence.
- Manage diary of whole team meetings/events and co-ordination of executive calendar.

- Organise Leadership Team Retreats, arranging catering and accommodation and assisting with any external speakers.

On behalf of the Board of Trustees

Provide professional governance and administrative support to the Board, ensuring effective governance processes and compliance with organisational requirements.

- Build trusted relationships with the Board of Trustees.
- Liaise professionally with Trustees, senior leaders and external stakeholders to support effective governance arrangements.
- Ensure Chair of the Board has all information required to be effective in their role, providing administrative support in the running of meetings.
- Organisation and attendance of Board meetings and retreats.
- Manage diary, preparing and distributing agendas, booking meeting rooms, catering and facilities and ensuring all attendee papers and supporting documentation sent a week in advance of every meeting. Producing accurate minutes and maintaining action trackers. Liaising with senior level employees on reports for Board meetings.
- Present draft Board meeting records to CEO and Chairman within 5 working days and finalise within two days of receipt of approved report changes.
- Monitor Board actions and follow up with responsible individuals to ensure timely completion.
- Maintain confidential and accurate records, governance documentation and statutory information, including Conflict of Interest log, SharePoint sites for board and sub-committees, writing of monthly news update to the Board.
- Assisting Finance team in processing of documents for Trustees.
- Make Board and governance process run smoothly; monitor and ensure a timetable of Governance statutory requirement topics from the Charity Commission including informing trustees of any new guidance/Charity Commission updates that are released.
- Assisting in the induction and onboarding of Board members (with the People & Culture team) including ensuring all agreements are signed according to our policies and procedures, and ongoing governance support.

B) Event/Project Management.

- Project manage specific corporate events / projects as agreed with the CEO.
- Provide ad hoc tech in team devotions and organisational meetings.

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 employees at Open Doors are expected to actively participate in this shared time and 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
- being 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

- Experience working with a CEO, Director, or Board Governance
- Advanced MS Word, Excel, PowerPoint, Outlook and Desktop Publishing skills
- Knowledge of Microsoft 365 tools, including SharePoint and Teams work environments.
- Excellent diary management skills, including the coordination of complex executive meetings
- Able to prioritise and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Excellent interpersonal skills, ability to form working relationships at all levels
- Ability to manage up as well as down
- 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
- Judgement and decision-making ability
- Able to deal with confidential or sensitive issues with discretion and diplomacy
- Ability to anticipate needs
- Confident in representing Open Doors externally with strategic partners.

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
- Demonstrating a highly developed attitude of service
- Proactive and assertive

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

- Professional qualification in Business Administration, Executive Administration, Office Management or a related discipline.

- 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.
- Minute-taking or governance qualification/training.
- Project management qualification (e.g. PRINCE2 Foundation, Agile or equivalent).
- Evidence of continuing professional development.

Enhanced disclosure information may 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.