

<b>Job Title</b>	Team Assistant	<b>Salary Grading</b>	£24,000-£26,000	<b>Status</b>	
<b>Reports to</b>	EA to CDAO	<b>OR (Active Christian Faith)</b>		<b>Work pattern</b>	37.5 hours/wk
<b>Team</b>	CDAO team			<b>Contract length</b>	Permanent
<b>Job purpose</b>	To pro-actively assist the CDAO team members by playing a key role in supporting projects, events and assisting in administration.				
<b>Key Responsibilities</b>		<b>Experiences and Qualifications</b>		<b>Job Dimension</b>	
<p><b>Project Support</b></p> <ul style="list-style-type: none"> <li>- Scheduling</li> <li>- Liaising with development bases on resources production</li> <li>- Liaising with freelance contractors (designer, digital, editor/writer, film maker)</li> <li>- Liaising with ODI Comms and others on content management and assisting in managing file sharing platforms</li> </ul> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>- Acting as a host for visitors/meetings to the ODI-UK office by arranging accommodation and logistics</li> <li>- Assist with the preparations for the CDAO team meetings</li> <li>- Assist with organization of international meetings.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>- Assist and support different CDAO team members;</li> <li>- Doing research, develop documents and make minutes of meetings for DNOP</li> <li>- Booking flights for team members</li> <li>- Printing meeting and travel documents for the CDAO</li> <li>- Internal Communications on GlobalPoint</li> </ul>		<p><b>Key qualities</b></p> <p>The Team Assistant is a team player and is able to manage multiple priorities due to the fact that assistance will be given to a number of team members.</p> <p>The Team Assistant has good interpersonal and administrative skills, is reliable, flexible, analytical, and has a servant heart.</p> <p>The Team Assistant is a detail person with a can do attitude and excellent problem solving skills.</p> <p>The Team Assistant has a heart and passion for strengthening the Persecuted Church.</p> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>- Bachelor degree or equivalent;</li> <li>- Excellent use of the English language, both spoken and written;</li> <li>- Excellent MS Office tools skills;</li> <li>- Project management training and/or experience</li> <li>- Organised: able to manage multiple priorities; experience of meeting deadlines;</li> <li>- Showing initiative, being proactive, keen to grow and shows responsibility;</li> <li>- Has an eye for detail and thinks about problems in creative ways;</li> <li>- Cross-culturally sensitive and knows how to build relationships in different cultures.</li> </ul>		<p><b>Team</b></p> <p>The Team Assistant is part of the international CDAO team and the local ODI.</p> <p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>- Global CDAO team;</li> <li>- Contacts and colleagues in Development.</li> <li>- Freelance contractors</li> </ul>	