



COUNCIL OF LUTHERAN CHURCHES

*Registered office: 30 Thanet Street, London WC1H 9QH, United Kingdom
Registered charity 232042; Company limited by guarantee no. 557552*

COUNCIL OF LUTHERAN CHURCHES JOB DESCRIPTION

JOB TITLE: Executive Assistant (EA)

RESPONSIBLE TO: General Secretary

RESPONSIBLE FOR: Project and programme management;
administrative duties; communications

DUTIES:

1. Project management of CLC's activities for the 500th anniversary of the Reformation in 2017, working closely with the General Secretary, CLC's Reformation 2017 Committee and CLC Members (suggesting and initiating ideas; liaising with venues, partner Churches, organisations and speakers/artists; developing and overseeing plans and logistics; raising awareness and liaising with the media; engaging and motivating volunteers from among CLC Members and partners);
2. Supporting General Secretary in arranging and hosting seminars, pilgrimages and other events (training, worship, social, tabletalks etc) for CLC Members and guests (conceiving themes/topics, liaising with speakers/trainers, confirming venues, catering and other relevant logistical arrangements, raising awareness, recording participants, taking payments/donations when required);
3. Taking minutes or notes at meetings, and writing up for external communication where appropriate;
4. General reception and administrative duties such as dealing with enquiries; photocopying; scanning; shredding; filing;
5. Supporting and representing the General Secretary and/or CLC at external events and ecumenical meetings.
6. Assisting the General Secretary in the development of the CLC's online and social media presence; regularly updating the websites and social media;
7. Designing (using PowerPoint and Publisher) and distributing notices and posters in hard copy, email, social media;



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8. Designing and producing “The Lutheran Link”, the regular CLC newsletter (online and hard copy) including writing material as necessary, gathering items from Members and external items of interest, assembly, and distribution;
9. Liaising with suppliers especially venues and caterers for events; and via the Augustana Manager for in-house events, and via the ILSC office for consumables, stationery, office suppliers etc;
10. Hosting events at the Augustana Centre (see separate job description);
11. Any other duties that may from time to time be reasonably required.

Summary of terms and conditions

(fully stated in contract of employment and Staff Handbook)

The Executive Assistant will be expected to work 15 hours a week, based mainly at the International Lutheran Student Centre in London. However it is likely that this will rise to nearer a full time position in 2016-2017, and consideration will be given to basing the post outside London and/or facilitating remote working.

The initial annual salary for the post will be £9,600, and leave entitlement will be 20 days paid leave annually (pro rata) plus relevant statutory holidays.

Please note that the CLC is not registered with the Border Agency and so all applicants must have the right to live and work in the United Kingdom.

Interested candidates should submit their CV and a covering letter/email to enquiries@lutheran.org.uk, outlining why they are interested and qualified, by 20 April 2015.



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Executive Assistant		
Personal skills and aptitudes		
Skill or aptitude	Essential	Desirable
Information technology	Good experience of using Microsoft Office for word processing, spreadsheets and email and willingness to develop IT skills including website administration	Knowledge or experience of administering social media for organisations; Knowledge or experience of design/publishing for marketing, newsletters etc.
Communication	Good English language skills Experience of writing business letters/e-mails and speaking with senior clergy or executives and members of the public	Marketing skills or experience; Experience of writing articles for newsletters or blogs
Programme facilitation	Experience of organising activities	Experience of organising activities for international groups and/or high profile senior delegations
Multicultural experience	Ability to communicate effectively and deal sensitively with colleagues from other language or cultural backgrounds	Recent experience of regular communications with persons of different language or cultural backgrounds; Ability to speak other languages of CLC Members
Religion & culture	Knowledge of Lutheran theology and history Sensitivity to experiences and needs of persons from other cultures and respect for persons with a religious faith, particularly Christians of different denominations	Knowledge of UK / global ecumenical scene and interfaith context
Qualifications	Educated to A-level or equivalent	Project management
General	Ability to work under pressure	
	Ability to prioritise and work under own initiative, with "can do" attitude	
	High standards of personal morality consistent with the Christian ethos of the CLC	
	A friendly but professional approach to colleagues and members of the public	
	A willingness to work flexibly and, from time to time, outside normal working hours, to better serve the CLC, with a recognition of the particular priorities of a Church	