



Job Description & Person Specification

# Executive Assistant



**‘LICC’s vision is life-changing. We’re praying it will inspire a million Christians in the next five years – for the glory of God and the good of all.’**

Paul Woolley, CEO

## **About LICC**

LICC was established by John Stott in 1982 to help Christians integrate the gospel in all of life and impact the wider culture – for good.

Core to this vision is a commitment to whole-life discipleship: the idea that God is interested in every aspect of our lives and that disciples of Jesus are called to follow him Monday through to Sunday, whoever and wherever they are.

LICC is inspiring more people than ever with the whole-life discipleship vision, and equipping them with the tools necessary for the task of living out their calling – as a parent or teacher, a young person seeking work in the aftermath of a global pandemic, a plumber on the day’s fourth call, an accountant running the numbers, a retired person volunteering with their local wildlife trust – as we all grapple with the big issues of our times, such as the climate crisis, human identity, and the fragmentation of our society.

Our passion is to see a movement of Christians raised up, compellingly living out a whole-life gospel in their engagement with their everyday frontlines and culture. We see ourselves as catalysts in this movement, igniting imagination and leading thought and practice in contemporary whole-life discipling.

We seek to do so through our insights, research, teaching, consultancy, speaking, writing, resources, story-telling, and creative communications. We’re committed to doing so collaboratively, through our many partnerships with people, networks, denominations, and churches across the UK and beyond.

Our priorities are to fuel a sustainable whole-life discipling culture in the church and to develop and disseminate wisdom for Christians to live fruitfully on their everyday frontlines. This role is key as we seek to serve well all those who engage with us.

# Executive Assistant

## Role description

**Responsible to:** CEO

**Responsible for:** This role makes a vital contribution to the life and mission of LICC by providing the CEO and the wider team with a range of professional, administrative, and organisational support.

### Purpose

LICC is entering an exciting period of growth as we work to catalyse a movement that envisions and empowers Christians to live as disciples of Jesus in daily life. We're seeking to radically increase the reach and impact of our work – and we need the right people in our creative, dynamic, and people-oriented team to make that happen.

We're looking for someone who can provide crucial organisational, administrative, and creative support for our driven, good-humoured CEO at this time of great opportunity, helping manage high levels of demand both internally and externally. This role is central to the smooth functioning of the CEO's office, ensuring work is well-prioritised, communication is prompt and clear, and time is wisely planned – all of which is essential to enabling the wider team to succeed.

The Executive Assistant also plays a critical role in supporting the excellent functioning of LICC more broadly, including through administrative support to the Board of Trustees, involvement in the running of our events and courses, ad hoc project management, research, proofreading, and creation of high-quality presentations.

We're looking for a strong communicator and an approachable team player. You'll be multi-talented and keen to contribute to the thriving of the wider team. You'll flourish in a fast-paced and busy working environment and be able to anticipate needs and take initiative. And you'll enjoy overseeing multiple deadlines, coordinating and prioritising workflow, and sensitively managing key relationships.

It's a vital role. If you think it's for you, we'd love you to get in touch.

## Key responsibilities

### 1. Providing administrative support to the CEO

- Managing the CEO's diary and emails effectively
- Writing emails and letters on behalf of the CEO, demonstrating flair and a good command of language
- Managing speaking requests for the CEO and others, liaising internally as appropriate
- Providing administrative support in relation to the CEO's internal and external engagements, including travel and accommodation
- Coordinating meetings, including preparation, set-up, and hospitality
- Managing expenses
- Managing an effective filing and archiving system

### 2. Writing, research, and presentations

- Undertaking research tasks to support the development of the CEO's speaking and writing projects
- Editing and proofreading key documents and publications
- Developing and producing creative multimedia presentations in line with LICC's brand

### 3. Project management

- Running occasional projects and events owned by the CEO's office
- Supporting the management of LICC's courses

### 4. Managing the CEO's office's internal and external relationships

- Managing external relationships and communications for the CEO's office in a timely and professional manner, taking every opportunity to represent LICC's mission, priorities, and culture well
- Supporting the flow of good information and decision-making internally, including timely access to the CEO
- Taking and circulating minutes for the Executive Team, Strategic Leadership Team, and staff meetings
- Managing daily and weekly prayer bulletins to enable regular cross-team prayer within LICC

### 5. Providing administrative support to the Company Secretary and Chair of the Board

- Setting up Board meetings, including hospitality and offsite meetings
- Providing administrative support for full Board of Trustees and sub-committee meetings, including preparing and circulating papers and minutes

## **Qualities, experience, and skills**

The successful applicant will be extremely well organised, quick to respond to change, and able to anticipate needs and take initiative. You'll be experienced in forward planning and managing multiple deadlines.

You'll have stamina, a sense of fun, and unflappability that'll help you flourish even during periods of high pressure. As a key part of LICC, you'll be an excellent communicator and a team player – someone who is friendly and approachable. The ability to work with confidential information and exercise the highest levels of discretion are also crucial in this role.

Prior experience in a personal assistant role would be helpful but is not essential.

It will be essential to have a good level of general IT literacy and internet research skills, and an excellent command of Microsoft Office, particularly PowerPoint. High-quality verbal and written communication skills are also essential, including the potential to attain professional proofreading standard.

You'll be excited by LICC's vision to catalyse a movement that envisions and empowers Christians to live as disciples of Jesus in their everyday lives. And you'll be motivated by LICC's values, able to translate them into every aspect of LICC's work and operate in a way that releases creativity and excellence in those with whom you work.

## **Structure**

This role reports directly to the CEO. There are no line management responsibilities at present.

## **Terms and conditions**

This is a full-time, permanent post, based in London (flexible working options are available) with a salary in the range £28,000-£31,500 p.a., depending on experience.

There are 25 days' holiday p.a. with statutory holidays in addition. Three further days' holiday are given between Christmas and New Year. You will be expected to be available for occasional evening events. A 'time off in lieu' arrangement is in place.

LICC offers a contributory company pension scheme, life assurance cover, and an interest-free loan for the purchase of an annual travel season ticket within London.

This post is subject to an occupational requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010. You must also have the right to work in the UK.

## **How to apply**

To apply for the role please email the following to Nigel Hall, Operations Director (nigel.hall@licc.org.uk), by **midday on Monday 29 August 2022**:

- A full CV
- Covering letter outlining your motivation and relevant experience for the role
- Details of three referees – one personal, one professional, and one from your church pastor/minister. References will only be sought should you be offered the role.

If you have any questions about the role or about LICC don't hesitate to get in touch with Nigel by email (nigel.hall@licc.org.uk) or phone (020 7399 9575).

**First interviews will be held in London on 5 Sept and second interviews on 12 Sept.**

**This role starts in September 2022, depending on the availability of the successful candidate.**