

ROLE DESCRIPTION

Executive Assistant

PURPOSE OF THE ROLE

- To provide key administrative and business support to OCCA's CEO and Director of Operations, including, but not limited to:
 - Support with administrative tasks

KEY RESPONSIBILITIES

- A. Administration
 - a. Provide ongoing administrative assistance to the OCCA CEO and Director of Operations as requested.
 - b. Diary and email management for the CEO and Director of Operations, as required
 - c. Attend meetings, take and circulate minutes and produce supporting material
 - d. Monitor the CEO and Director of Operations' software systems, and ensure they are running effectively.
 - e. Maintain and monitor the CEO and Director of Operations' budgets and processing expenses.
 - f. Establish an effective electronic filing system for the CEO's/EA's emails and documents.
 - g. Other administrative tasks and projects as required
- B. Other duties as when may be required to support the activities and ministry of OCCA

PERSON PROFILE

ESSENTIAL

- Essential to be in sympathy with the aims, ethos and work of OCCA
- Experience as a Personal Assistant or in a similar role
- Ability to work with limited supervision, using initiative as required
- Highly organised and able to prioritise workload under pressure
- Excellent interpersonal skills coupled with high emotional intelligence
- A confident and effective approach to decision making
- Good written and verbal communication skills, with particular attention to tone
- Significant experience in an office environment is essential
- Competent user of Microsoft Word, Excel, and email systems.
- Experience and awareness of dealing with confidential issues and using discretion
- Able to contribute to the working life and environment within a small team
- Able to demonstrate a flexible attitude, willingness to take on a variety of tasks (including new challenges and occasional weekend work)

POST DETAILS

Location	Oxford (office based)
Team	Operations Team
Reports to	Director of Operations
Salary	Grade 3 – starting salary circa £28,608 to £32,608 (FTE) per annum pro rata, depending on experience

Hours 24 – 40 hours per week (hours can be flexible within this range)

If you are interested, please email your CV and a covering email outlining detail about your suitability and motivation for the role, as well as about your faith and right to work in the UK to: recruitment@theoCCA.org

Closing date: Applications will be considered as they are submitted, and we reserve the right to close the application stage once a suitable candidate is selected.

Please Note: Due to our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practicing Christian with a mature faith and to clearly demonstrate a personal commitment to the mission, principles, values and practices of OCCA.



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