

ROLE DESCRIPTION

OCCA Public Engagements Assistant

PURPOSE OF THE ROLE

- To provide key administrative and business support to OCCA's public speakers and adjuncts, including, but not limited to:
 - Support with administrative tasks
 - Support with organisation of public engagement requests, including bookings, events, diary management, and follow-up

KEY RESPONSIBILITIES

- A. Administration
 - a. Provide ongoing administrative assistance to the OCCA public speaking and adjunct team, as requested.
 - b. Management of public engagement (external speaking) requests from churches and other organisations
 - c. Attend public engagement coordination meetings, take and circulate minutes and produce supporting material
 - d. Monitor the OCCA public speaker and public engagement management software systems, and ensure they are running effectively, including coordinating calendars
 - e. Maintain and monitor finance-related tasks around public engagements, including travel expenses, honoraria, etc.
 - f. Establish an effective electronic filing system for public engagement management, including generating requests, assigning events, managing calendars, collecting feedback, conducting follow-up surveys, etc.
 - g. Assisting in promoting public engagements in coordination with the communications team
 - h. 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 in an administrative role, including liaising with external organisations
- 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.
- 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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