

East Midland Baptist Association



Role of ADMINISTRATIVE ASSISTANT

Person Specification

As a faith based organisation, the East Midland Baptist Association (EMBA) seeks to support and develop the advancement of the Christian faith amongst its member Baptist churches. A Christian faith is therefore foundational to the work of the Association and as such all members of the Regional Team must be committed Christians, fully supportive of the vision and values of the Association.

Qualifications and Experience

No formal qualifications are essential but a good standard of numeracy and literacy will be required as will experience in similar or related work.

Skills, Knowledge and Abilities

- Excellent verbal and written communication
- Strong organisational and time management skills
- Ability to pay close attention to detail to ensure accuracy
- Experience in the use of ChurchSuite (desirable)
- Computer literate with good knowledge of and confident using Word and Excel
- Ability to work flexibly

Personal Qualities

- A Christian faith and involvement in a local church
- A team player who is also able to work independently and with initiative
- Ability to create and maintain effective working relationships with people at all levels
- Ability to respect matters of confidentiality, sensitivity and compassion
- Approachable and diplomatic
- Enthusiastic, motivated and hard-working
- Understanding in working with member churches of varied sizes and theological persuasions

Ethos and Values

- Be in agreement with the Association mission statement: 'Serving East Midland Baptists in mission by growing healthy churches'
- Be fully committed to equal opportunities and anti-discriminatory working practices

Circumstances

- To be willing and able to travel across the Association as necessary
- To be able to work some evenings/weekends and out of normal hours