

# East Midland Baptist Association

## Role of ADMINISTRATIVE ASSISTANT



### Job Description

**Job Title:** EMBA Administrative Assistant

**Accountable to:** Admin Lead (day to day supervisor) and EMBA Regional Team Leader (line manager).

**Main purpose of the role:** To serve the churches of the Association, by providing administrative support to the Regional Team.

### Main areas of responsibility

1. The smooth day to day running of the EMBA Office and dealing with enquiries.
2. The creation and maintenance of an EMBA database in ChurchSuite.
3. To provide administrative support to Association Working Groups as agreed with the Regional Team Leader. These currently include:
  - EMBA Ministerial Recognition Committee (MRC)
  - Ministers' Conference Planning Group
4. To provide administrative support in managing bookings and payments for EMBA events including:
  - EMBA Rooted Events
  - Re:imagine
5. To administrate Team Meetings (preparation of agendas and notes of meetings).
6. To champion and contribute to the very best of communications across all aspects of Association life, working collaboratively with the EMBA Communications Lead and EMBA Admin Lead.
7. To ensure that all information is treated confidentially and to have absolute discretion at all times, complying with EMBA's data protection policy and procedures.
8. Any other tasks as directed by a member of the Regional Team.

### Additional information

- This is a part-time post equating to 15 hours per week. It is anticipated that the hours of working would be 9.30am – 12.30pm every weekday, but there will be some hours outside of this for meetings held in the evenings or at the weekends for which time off in lieu should be taken. Please also note that the role will typically involve the occasional overnight stay per year (Team Retreat/National Gathering).
- It is expected that the principal place of work will be the EMBA Office, based in West Bridgford, Nottingham. *Please note that the EMBA office is on the first floor of a building without lift access.*

- There is a degree of flexibility in both hours and location which can be discussed at interview.
- All equipment necessary for carrying out the role shall be provided by the Association.
- The annual salary will be £7,680 (based on 15 hours per week), to be reviewed annually.
- Annual paid holiday entitlement is 25 days (pro-rata) plus all Statutory or Bank Holidays in each calendar year. The timings of holidays are to be agreed with the Regional Team Leader.
- The post shall be subject to a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. In the event of unsatisfactory performance, the appointment will be concluded with one month's notice.

**To apply for the above position, please complete the application form available from the EMBA website and return by email to [bnicholls.emba@gmail.com](mailto:bnicholls.emba@gmail.com) by no later than Sunday 14 November 2021.**