
Personal Assistant to J. John

Job Description

Introduction

We are looking for an enthusiastic and organised Personal Assistant to join the team at Philo Trust supporting J. John's administration.

The position of Personal Assistant is an essential role within the organisation to ensure J. John's many engagements are planned and prepared to best ensure our charitable objectives are fulfilled.

It is vital for the successful applicant to have a positive 'can-do' attitude with past experience that demonstrates a high degree of experience as a Personal Assistant showing flexibility and excellent attention to detail. The role of Personal Assistant varies significantly depending on the initiative, event or project and the role continues to develop.

We look to work with every member of staff to utilise and develop skills and experience and the exact role will be tailored to the successful candidate.

The role also encompasses the responsibilities of hosting guests and ensuring the office environment remains a high-quality place to work.

This role is a full-time, office-based role and due to the nature of the role, we are unable to accommodate any requests for flexible working arrangements.

Roles

Personal Assistant

Principally, to provide support to J. John including acting as the primary point of contact for all internal and external contacts, partners and public.

- Handle emails, telephone calls and letters with excellence and fine attention to detail.
- Extensive diary management.
- Filing of J. John's articles, manuscripts and talks.
- Co-ordinate travel plans, often involving complex global itineraries and liaison with external organisations.
- Research as directed by J. John.
- Maintain an efficient email filing system for events and projects.
- As directed by J. John, respond to correspondence from the public, press and other senior figures.

Liaising with other staff

It is crucial that the successful applicant communicates well with other staff and ensures compliance with policies:

- Proactively update staff on diarised events.
- Ensure the website is updated with diarised events.
- Ensure compliance with our Data Protection Policy.
- Liaise with trustees as required.
- Assisting with travel plans for other members of staff.

Office Environment

The office environment is used throughout the year in numerous different ways. The role of Personal Assistant includes:

- Hosting guests including arranging refreshments and meals.
- Ensuring catering supplies are available.
- Working to achieve a high-quality office environment.

Donor Correspondence

Supporting J. John and Killy in their correspondence and liaison with donors:

- Keeping records accurate to ensure correspondence is documented.
- Liaising with Killy to post letters and send emails.
- Assisting with seasonal communications such as Christmas Cards.

Other

Additional activities may include:

- Assisting when filming activities or events are hosted at Philo Trust.
- Greeting guests and/or public when visiting or calling the office.

All staff are asked to be available, to a limited degree, to take part in duties outside office hours. These are agreed in advance and consideration is made for each individual's circumstances:

- Attending our annual Evangelists' Conference.
- On rare occasions, attending events and assisting with the setup/take down at events.

Perform any other tasks that may arise from time to time which are appropriate to this level of post.

Personal Specification

- Enthusiastic rapport with guests and visitors.
- Strong organisational and planning skills.
- Excellent time-management skills.
- Ability to work independently with limited day-to-day supervision.
- Ability to multi-task and prioritise work.
- Ability to work as part of a team.
- Attention to detail and problem-solving skills.
- Pleasant telephone manner.
- Detailed knowledge of Microsoft Office, especially Outlook.

There is a genuine occupational requirement for the holder of this post to be a practising Christian.