



Personal Assistant to National Director Job Description

Title:	Personal Assistant to National Director
Responsible to:	National Director, Chief Operating Officer
Purpose of Job:	To facilitate the TSCF National Director in the execution of their duties and to provide support to the Chief Operating Officer in the smooth running of the TSCF National Office
Key Relationships:	National Director, Chief Operating Officer, National Board, National Strategy Team, Office staff, Team Leaders, Field staff
Location and hours:	This is a full-time position (40 hours per week), based in the TSCF National Office in Wellington. It is primarily office based, but will involve occasional evening and weekend work.

Responsibilities

1. Leadership Support

- 1.1. Proactively manage the diary and communication needs of the National Director.
- 1.2. Arrange travel bookings for the National Director.
- 1.3. Compile reports for the National Director's use.
- 1.4. Support the facilitation of meetings hosted by the National Director.
- 1.5. Execute the planning and strategic implementation of special projects as required by the National Director.
- 1.6. Coordinate the administration of TSCF National Board meetings and the AGM, including liaising with the National Director and Board Chair in the preparation of agendas, distributing agendas and papers and recording minutes of meetings.
- 1.7. Coordinate National Strategy Team meetings, distribute agendas and record minutes where necessary.
- 1.8. Coordinate and attend National Leadership Team meetings, record minutes and assist in goal implementation.
- 1.9. Provide other administrative support for the National Director as required.

2. TSCF Conferences & Events

- Provide the National Director with administrative, practical and ministry support for TSCF and wider events:
- 2.1. Attend Staff and Families Conference and Staff Training Conference
 - 2.2. Attend Annual General Meeting
 - 2.3. Attend selected other events as required

3. Personnel

- Provide the Chief Operating Officer support with administrative and practical personnel matters:
- 3.1. Manage advertisements and applications to fill employment vacancies
 - 3.2. Prepare employment agreements for all TSCF employees, and update as necessary
 - 3.3. Manage annual staff review process
 - 3.4. Maintain hard copy and electronic records for all staff
 - 3.5. Update the Staff Policy Manuals as necessary and circulate changes to all staff

4. Strategic Ministry Development

- 4.1. Assist in the development of TSCF ministry aims and goals through theological engagement, sharing pastoral insight and strategic planning implementation under the direction of the National Director.

- 4.2 Assist the National Director with discrete management of sensitive and/or confidential information with regards to personnel management, network relationship and ministry implementation.
- 4.3 Assist and support the National Director's writing, speaking and reporting as required.
- 4.4 Apply Biblical criteria in assessing, planning and maintaining relationships, working codes and practices in achieving the aims of TSCF ministry.

5. Other

- 5.1. Field outside calls and receive visitors to the office
- 5.2. Respond to requests from individuals and organisations for information
- 5.3. Assist with the mail-out of TSCF publications
- 5.5. Attend and contribute to weekly staff meetings/devotions
- 5.6 Assist with any other tasks as required.

PERSON SPECIFICATION for Personal Assistant to TSCF National Director

Experience & Knowledge

Essential:

- Involvement in and commitment to a local church
- Personal agreement with TSCF's Basis of Belief, Mission, Aims & Core Values
- Experience in managing and maintaining confidential information

Highly Desirable:

- Degree or equivalent
- Experience working within senior management structures or in an assistant role to a senior manager
- At least 3 years relevant work experience

Skills

- Excellent to exceptional PC & MS Office administration skills
- Excellent organisational skills
- Excellent interpersonal skills
- Very good written and verbal communication skills

Personal Qualities

- Christian/Spiritual maturity
- Exemplary commitment to personal integrity, diplomacy and discretion
- Personable
- Personal confidence
- Flexibility
- Resourcefulness and initiative
- Eye for detail
- Enjoy serving others
- Works well under pressure
- Good at planning, organisation and time management