

Executive Assistant

Information and Application Pack



Introduction from the CEO

Feba is a Christian mission agency that has been going for 60 years; much has changed over that time – but not everything. Having started life as a shortwave radio ministry in the Far East, developments in technology, missiology, and geopolitics have all impacted the way Feba works, yet the essence of who we are and what we do remains unchanged: we still believe that radio and other audio media can be used effectively to share the Christian gospel with people in some difficult, hard-to-reach places, where other methods might not be possible or feasible.

Feba supports a portfolio of projects across Africa, Asia and the Middle East. We always seek to work in partnership with local organisations, recognising the unique importance of the local church as God's primary agent for change. We are part of 'FEBC International' and support ministry through that association, but we also have relationships with a number of independent third parties too. Being 'close to the listener' has always been important to Feba, producing content in people's 'heart language' that is culturally and contextually appropriate. Whilst the audio material itself might cover a range of topic areas as we seek to minister to the whole person, underpinning that is our longing that people might be inspired to follow Jesus Christ.

We're a relatively small team but with a desire and commitment to develop and grow, and to 'punch above our weight' as we press on to pursue what God has in store for this exciting niche ministry, building on the past 60 years. We strive to give of our best whilst acknowledging that ultimately the work is God's and we are dependent on him. Right now we're looking for someone to provide broad-ranging direct support for me as CEO, and, indirectly, for the Board of Trustees too. This position is at the hub of the organisation and needs someone who is experienced working at senior level, and who has excellent organisational and interpersonal skills. Could it be you?

Please do read on to find out more about the role. If there's anything that's unclear or you have any specific questions or concerns, please don't hesitate to get in touch for an informal chat – I'd be very happy to speak with you. Thank you so much for your interest in Feba.

God bless,



Bob Chambers
Chief Executive

About Feba's ministry

Feba is all about the creative use of radio and other audio media to inspire people to follow Jesus. We work with partners across Africa, Asia and the Middle East with a particular focus on contexts that are 'closed' or where it is difficult to be a Christian. The broadcast material is always contextually relevant and appropriate, addressing the interests and needs of local listeners; team members seek to engage and build relationship with listeners through various follow-up channels. Wherever possible, we seek to support the work of the local church.

Radio can be powerful and personal, with messages broadcast in someone's 'heart language' reaching behind closed doors. Radio can convey messages of hope, inspiration and love, as well as sharing new ideas, challenging assumptions, or promoting different behaviours. Programmes can be life-changing in all sorts of ways, and by the work of the Holy Spirit they can be truly life-giving too.

Applying a Christian worldview or lens to wide-ranging topics and material at a local level, our partners can help make the gospel message relevant and accessible to their audience, and signpost God's Kingdom. It's not always possible or appropriate to proclaim the Christian message overtly, but our underlying motivation and desire is for Feba's ministry to help introduce listeners to the good news of Jesus Christ.

About the role

This is a pivotal role at the heart of the organisation. It offers a varied and fulfilling set of responsibilities, working closely alongside the CEO, ensuring he is able to deliver maximum effectiveness in his leadership role. This role helps to provide a vital interconnectivity and alignment across the organisation, and an opportunity to use initiative and creativity.

Key responsibilities

- Promoting the general good of Feba as a Christian mission agency and representing faithfully the Chief Executive's interest and perspective in all activities, internally and externally.
- Providing general administrative support to the Chief Executive, including managing all correspondence, diary and travel arrangements.
- Reviewing the Chief Executive's commitments to assess and advise on prioritisation where appropriate.
- Servicing the administrative and governance needs of the Board of Feba Radio, including the governance cycle, agendas, minutes, papers and meeting arrangements.

- Acting as Company Secretary for Feba Radio and ensuring compliance with all associated legal responsibilities, including preparation and submission of returns for the Charities Commission and Companies House.
- Monitoring and facilitating the Chief Executive's relationships with supporters, including regular and ad hoc contact with Major Donors and Trusts.
- Coordinating key activities on behalf of the Chief Executive such as maintaining communications with colleagues across the FEBC International association and with other ministry partners, and handling related documents and reports as required.
- Leading the practical organisation of certain events including the AGM, ministry partner visits, and certain other meetings - internally or externally - as required.
- Being involved in the planning, coordination and implementation of various tasks in relation to the anticipated office relocation in 2020.
- Ensuring that Feba has in place appropriate insurance policies in order to satisfy legal requirements and provide sufficient levels of cover.
- Liaising with external service providers to ensure continuity of adequate cover for the safe and legally compliant operation of the organisation, including (for example) IT support.
- Ensuring that office consumables required by Feba are managed appropriately, including the procurement, storage and monitoring of usage.
- Fulfilling various general administrative and operational tasks within the wider organisation as required, including (but not limited to) the occasional provision of cover for colleagues in Supporter Relations.
- Maintaining an overview of Feba's central organisational calendar and internal communications, including organising and promoting the daily prayer rota.
- Participating in and contributing to leading staff prayer and worship events - to promote and strengthen Feba's established Christian identity, acknowledging our reliance on God.

Human Resources (Maternity cover until summer 2020)

- Handling general enquiries regarding human resource matters.
- Liaising with the external human resources consultant and employment lawyer as required.
- Liaising with external service providers to ensure that payroll, pension and life policy contributions are maintained.
- Ensuring appropriate records are maintained, including the tracking of holiday and sickness absence.
- Monitoring certain organisational health and safety requirements to ensure compliance.

Personal qualities, skills and experience

First and foremost, you will be a follower of Jesus Christ and someone who loves to serve others. You'll be used to working with senior leaders and enjoy being at the centre of the organisation, helping to keep things in alignment and working well together.

- A clear and demonstrable personal Christian commitment.
- A deep commitment to the mission and values of Feba.
- A servant heart.
- Flexibility and a willingness to be involved in a variety of tasks.
- Educated to degree level or equivalent experience.
- Experience working as an Executive/Personal Assistant.
- Experience of company secretarial duties and familiarity with the requirements of Companies House and the Charity Commission.
- Proven organisational and administrative skills.
- Excellent written and verbal skills.
- Proven ability to handle complex diary management.
- Attention to detail and ability to keep accurate records.
- Succinct and accurate minute taking skills.
- A strong track record of working independently on projects, and handling a wide variety of activities confidentially and with discretion.
- High level IT skills: Microsoft Outlook, Excel, Word and PowerPoint.
- Excellent interpersonal and relational skills.
- Proven ability to work unsupervised and use own initiative.
- Demonstrated proactive and creative approach to problem solving.
- Ability to prioritise and work well under pressure.
- Knowledge and understanding of the Christian scene in the UK.

Terms and Conditions

Salary:	circa £27,000 per annum.
Start date:	Target date 23 rd March 2020, or ASAP thereafter.
Contract:	Permanent (subject to three months' probation).
Hours:	Full time.
Location:	Currently Worthing. <i>(N.B. An office move is likely in 2020, to a location between Worthing and Chichester.)</i>

How to Apply

To apply, please email recruitment@feba.org.uk attaching your CV and a covering letter, which should include answers to the following:

- Please provide a specific example of your experience working in a similar role, explaining clearly your personal contribution and areas of responsibility.
- Please highlight the main reasons why this particular post appeals to you.
- Please tell us briefly about your own journey of faith and what it means to you today.

Applications must be received by 23:59 on Sunday 23rd February 2020. Shortlisted candidates will be contacted in the week commencing 24th February. Interviews will be held in Worthing on Monday 2nd or Tuesday 3rd March.

If you would like an informal chat about this role, please contact Bob Chambers, CEO, on 07818 408376.

All applicants must be wholeheartedly committed to the aims, ethos and values of Feba. Please note that this post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

