



Methodist Ministers' Housing Society ('MMHS')

Executive Assistant ('EA') to the Chief Executive Officer ('CEO')

Job Description

Overview

Do you want to grow personally and professionally?

A vacancy has arisen at the Methodist Ministers' Housing Society to support the CEO as Executive Assistant. This part-time post (four days a week) offers a competitive salary, excellent benefits – and opportunities to learn new skills.

MMHS is going through a period of significant change. We are optimising our way of working so we can provide an even better level of service. We wish to take full advantage of cutting-edge technology.

The EA will play an important part in helping us reach those goals so they'll need to be flexible, innovative – and enjoy making a difference for good.

MMHS has an annual turnover of £5m+ and an asset base of circa 940 properties spread throughout the UK. We look after c770 retired Methodist Ministers and their dependants who reside in our properties. At any given time, properties not needed by Ministers are let on the open market and provide an important income stream. We also support the wellbeing of our ministerial residents so they can keep their independence and mobility for as long as possible. In support of our core mission, we are developing new products and new income streams.

We are in year two of a five-year strategy (2017-2022) and we are implementing ambitious annual plans in support of our overall strategy.

Teamwork is very important in MMHS and a culture of openness and support is proactively encouraged.

Responsibilities

- Support the CEO in her pastoral responsibilities to MMHS's ministerial residents and their families
- Act as a 'sounding board' as the CEO thinks through strategic options and puts plans in place
- Manage projects and follow-up with team members where required
- Maintain a strong working relationship with the Senior Management Team ('SMT') and team members
- Organise and schedule meetings
- Prepare Board meeting agendas and take minutes during meetings

- Organise hospitality for Board and other meetings
- Book travel arrangements and manage diaries
- Organise and assist with office rotas for administrative tasks such as opening mail and answering the phone
- Maintaining stationery, furniture and equipment levels and reorder as necessary
- Working with the CEO, nurture relationships with MMHS's stakeholders
- Organise events for MMHS and accompany the CEO to other events
- Assist the CEO with HR and recruitment matters (team and Board) as well as the Learning and Development Programme for MMHS
- Prepare and deliver monthly reports
- Assist with the review and despatch of communications, by mail and email
- Regularly review template letters and documents
- Input data on MMHS's software systems and keep good filing systems
- Any other duties as may be required

Reports to

The CEO

Additional key relationships

- The SMT
- The staff of MMHS, external consultants, contractors, statutory authorities and outsourced service providers
- The ministerial residents of MMHS (existing and prospective)
- The Board of MMHS
- Officeholders in the Methodist Church

Person specification

- Educated to degree level or equivalent qualification or experience
- A good understanding of the residential property sector would be welcome but training will be provided
- Ideally, experience of working in the not-for-profit sector or charity sector
- Good knowledge of charity governance
- Hard working, fun and committed
- Excellent analytical and problem-solving skills
- Excellent written and oral skills
- Empathy with the Christian faith and working for a Christian organisation

Outline terms and conditions

- Salary – £30-35,000 depending on qualifications and experience plus London Weighting Allowance of £3,500 per annum (both pro rata)
- Term – part-time and permanent, Monday to Thursday
- Normal working week – 9am to 5pm daily, Monday to Friday, with an hour for lunch. MMHS operates a flexi-time system

- Holiday entitlement – 25 days per annum plus usual public holidays (pro rata). On a discretionary basis, three extra days off between Christmas and New Year are usually also given
- Benefits – MMHS offers a pension scheme to which it contributes, life cover and critical illness cover
- References – the appointment is subject to receipt of two satisfactory references
- Probation period – six months
- DBS – the appointment is subject to clearance
- Normal place of work – 109 Baker Street, London W1U 6RP
- Start date – to be agreed
- Interview day: this will take place shortly after the closing date

If you wish to apply, please send your CV with a covering letter explaining why you are suited to the role, to arrive by 5pm on Tuesday, 23rd April 2019, to – Mairi Johnstone CEO, Methodist Ministers' Housing Society, 109 Baker Street London W1U 6RP. Or by email: MJohnstone@mmhs.org.uk.