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## **ADMINISTRATOR OF THE WESLEY CENTRE FOR MISSIONAL ENGAGEMENT AND EXECUTIVE ASSISTANT TO THE DEAN**

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The Administrator of the Wesley Centre for Missional Engagement and EA to the Dean, Greg Downes, is a key role within Wycliffe Hall's vibrant community.

This role has two parts:

1. Administrator of the Wesley Centre for Missional Engagement
2. Executive Assistant to the Dean, Greg Downes

The Wesley Centre for Missional Engagement, was launched in December 2018 with keynote speakers, including the late Reverend Dr Michael Green. The vision is to help the Hall fulfil its vision 'to see the nations transformed by the gospel' by equipping men and women to lead others to Christ and then discern, disciple and deploy others to do the same. In Michaelmas term week 9, the School of Evangelism takes place and the plan is to add a portfolio of events which we anticipate will include the 'Academy for Evangelists', a 'Retreat for Evangelists', an order of evangelists and a public lecture dedicated to the memory of the late Michael Green.

The role will involve working with the Dean of the Wesley Centre for Missional Engagement and to oversee the full implementation of the strategic aims and vision of the Wesley Centre. This is expected to include representing the Dean at meetings held to plan missions, to plan gatherings of evangelists, and to organise training events. It is also likely to include organising and participating in prayer meetings for such events. In addition, it may involve taking part in missions.

As the Executive Assistant to Greg Downes, you will be supporting Greg's ministry in its three key areas:

- i) Director of Ministerial Training
- ii) Dean of the Wesley Centre of Missional Engagement
- iii) Wider ministry engagements

You will report to Greg Downes, will efficiently manage his correspondence and diaries, handle a large volume of varied and confidential tasks with efficiency and discretion. The role-holder will enable the Hall's leadership to perform their work to the highest standard, and is therefore vital to the success of the Hall's mission. A wide-ranging post, it requires experience, sensitivity, and flexibility. The role is ideal for an experienced PA looking either to progress into working for senior leaders, or to work in Higher Education for the first time.

The post offers 20 hours per week of flexible, negotiated hours and Wycliffe Hall is committed to flexible working.

Please note that Wycliffe Hall is currently advertising another part-time position as Academic Officer and, for the right candidate, it would be possible for these two roles to be combined, to create a full-time position. Please make clear in your application if you are interested in this option.

**To apply for this post, please send the following:**

- 1) A full CV;
- 2) A covering letter explaining how your experience might qualify you for this post;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Monday 23<sup>rd</sup> September 2019**. Interviews are likely to take place at Wycliffe Hall week commencing **30<sup>th</sup> September 2019**

Please send applications to:

Robyn Wyncoll  
Wycliffe Hall  
54 Banbury Road  
Oxford OX2 6PW  
vacancies@wycliffe.ox.ac.uk  
01865 274200



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## **JOB DESCRIPTION: ADMINISTRATOR OF THE WESLEY CENTRE FOR MISSIONAL ENGAGEMENT AND EXECUTIVE ASSISTANT TO THE DEAN**

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### **Responsibilities include:**

1. Managing correspondence, ensuring that queries are sent on to the correct Hall staff, and that urgent matters are prioritised by the Director of Ministerial Training.
2. Managing diaries, including:
  - i. ensuring that the Director of Ministerial Training is fully prepared for daily meetings;
  - ii. organising regular catch-up meetings with the Director of Ministerial Training and other staff;
  - iii. organising arrangements for visitors;
  - iv. organising travel
3. Servicing various committee meetings (drafting agendas, collating and distributing papers, and taking minutes), including:
  - i. Advisory Group for the School of Evangelism
  - ii. Council of Reference
  - iii. Any other ad-hoc groups as required
  - iv. Representing Greg Downes at certain meetings where appropriate
4. Assisting with a range of college events, including the School of Evangelism Conference and other events as may be agreed.
5. Providing administrative support to the Director of Ministerial Training, such as formatting presentations or photocopying.
6. Any other duties commensurate with the salary of the post, as required by the Director of Ministerial Training, such as transcriptions and assistance with research.



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## PERSON SPECIFICATION: ADMINISTRATOR OF THE WESLEY CENTRE FOR MISSIONAL ENGAGEMENT AND EXECUTIVE ASSISTANT TO THE DEAN

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### Post-related experience & skills

#### *Essential*

- There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian man or woman. Regulation 7(2)a of the employment Equality (Religion or Belief) Regulations 2003 applies..
- Sympathy with the vision, mission and values of the Hall.
- Experience of communicating highly effectively in English, both orally and in writing, at all levels.
- Ability to service committees effectively at all levels.
- Experience of prioritising multiple competing tasks under pressure.
- Experience of working with Microsoft Outlook (including calendars), Microsoft Office (Word, Excel, PowerPoint).

#### *Desirable*

- Significant experience of working as a PA, preferably within education or the third sector.
- Experience and knowledge of the Church of England and other denominations within the Christian faith, especially the Evangelical tradition.
- Knowledge of Oxford University structure and administrative procedures, or experience of working in a Theological Education Institution, or experience of working in the Church of England.
- Interest or passion for evangelism and mission.

### Interpersonal skills & aptitudes

#### *Essential*

- Highly organized.
- A proactive approach to working and a desire for excellence in all areas of work.

- Excellent interpersonal skills, and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence.
- Ability to present a welcoming face and ministry of hospitality on behalf of the Director of Ministerial Training and of the Hall.
- Ability to comprehend sensitive situations, and to respond with calmness, friendliness, and tact.
- A high level of attention to detail.
- A desire to work flexibly, as part of changing teams, as well as the ability to work independently.
- A very high level of sensitivity to confidential material and how to handle it.

### **Remuneration**

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is between £22,000 and £27,000 per annum (pro-rata) depending on experience.

### **Pension**

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

### **Working hours**

This is a part-time post for **20 hours** per week.

### **Holidays**

Initially 25 days per annum (pro rata), rising to 30 days per annum after 5 years and in accordance with the Hall Holiday Policy, in addition to public holidays, which if these fall during term time, shall be taken at an agreed time during vacations.

### **Meals in Hall**

The appointee will be entitled to free meals in Hall during working hours when the kitchen is operational.

### **General**

The job description is correct as at 14<sup>th</sup> August 2019. It will, however, be discussed between the appointee and the Principal, and may be amended, following consultation, to reflect developments in or changes to the job.

An enhanced DBS Disclosure will be required.