

## PA AND SPEAKING COORDINATOR

Hours	Part time, 21 hours per week
Reports to	Operations Director
Location	Office-based, Eastbourne, East Sussex
Salary	Starting from £26,000 pro rata (£14,560 based on 21 hours)

### WELCOME TO SPEAK LIFE

Speak Life exists to captivate both church and world with the love of Jesus. We believe that from the overflow of the heart the mouth speaks - that you share what you love. We create gospel seed that can be scattered without shame, delay or cost.

Whether people know us from our seasonal shorts; our YouTube conversations; our intensive training; the award winning books written by our CEO Glen Scrivener; or from accessing 321 - our unique online evangelism course - we look at all of life through the lens of Jesus.

We have wonderful news to tell, compelling ways of communicating it, and a proven track record of reaching people who do not yet know Jesus.

### THE TEAM

We currently have 11 people on staff, including CEO and Evangelism Director Glen Scrivener and Creative Director Nate Morgan Locke. The reach of Speak Life is growing and therefore it's important that we fill this role to support the ministry. The role will sit within the Admin and Operations Team which is overseen by our Operations Director James Place. You can find out more about all our staff [here](#).

### OUR IMPACT

Since relaunching 321 in October 2023, over 17,000 individuals have signed up to our new learning platform, with +1,700 churches hosting or looking to host 321 as a course within their churches.

In 2024 we released 87 videos across our two YouTube channels @SpeakLifeUK and @ReformedMythologist. We have had 1.5 million views in that time and a growing number of subscribers to the channels. Our podcast has also seen 242,000 downloads.

In 2024, Glen Scrivener and Nate Morgan Locke also spoke at 65 churches, conferences, Christian Unions, schools, and mission events. In addition to speaking in person, they also attend many speaking engagements virtually via Zoom and are invited to interview on many podcasts and other channels.

# AS STAFF WE VALUE

## GROUNDING FAITH

We earth our Christian faith in our everyday work. We centre ourselves on Jesus when thinking, speaking, acting and praying.

## COMPETITIVE ESTEEM

We love one another as image bearers of Christ. We outdo one another in showing honour in all things.

## GRACIOUS REFLECTION

We are accountable to one another in grace and humility. We are teachable and seek to learn at every opportunity.

## PLANNED SPONTANEITY

We build in time and space to increase creativity. We are nimble in response to the changing world around us.

## EXCELLENT ITERATION

We are active improvers, clear eyed about what we've produced. We always seek to give our best offering to the Lord.

## YOUR IMPACT

You will play a crucial role organising the logistics of speaking engagements and diary management of the CEO and the Creative Director. You will be a support to our Directors, freeing them up to focus on the speaking and teaching whilst the finer planning details are taken care of by you. They will be able to trust both your judgement and your organisation of their diaries.

You will be a blessing to the individuals, churches and ministries that invite us to speak. Whether we are able to attend or not, by their interactions with you, they will feel valued, encouraged in their own ministry and supported in their event planning.

You will be a blessing to the team - able to work with others, communicate effectively and be happy to undertake a variety of tasks.

## GOOD TO KNOW

- The deadline for applications is Sunday 16th March 11:45pm GMT.
- Interviews will be held on 26th and 27th March.
- The post will commence at the beginning of May 2025.

## **ROLE RESPONSIBILITIES**

Your mission will be to:

- Provide administrative support and event organisation for the Speak Life speaking team.
- Provide PA support to the CEO, the Creative Director and the Operations Director.

Your tasks and responsibilities will include:

- Management of speaking engagements including communication with external organisers from point of enquiry through to completion to enable excellent administration of these events
- Regular liaison with the Speaking Team to review and consider enquiries
- Work with the Finance Manager to ensure we received income as expected from speaking engagements
- Organisation of travel and accommodation for the Speaking Team
- Additional PA type support to the Directors to assist in managing their workloads
- Participation in team meetings to ensure good communication and team dynamics
- Participation as a stakeholder in the replacement Customer Relationship Management system (CRM) project

## **KEY DIMENSIONS AND CHALLENGES**

- You will need to maintain a balance between making excellent plans and being flexible to make changes at short notice.
- We serve a variety of “customers” and you’ll need to adapt your approach, manner, and tone to suit each unique situation and needs.
- In 2024 we received approx 150 invitations, and therefore, filtering and processing these in an efficient and fair way is essential.

## **BENEFITS**

- Be part of a growing and supportive team
- Participate in weekly bible study and staff prayer
- Flexible working hours available, hours must be shared across a minimum of 4 days in the office
- 29 days annual leave pro rata, in addition to English Bank Holidays, pro rata
- Long service leave, on completion of 7 year’s continuous service
- 5% Employer pension contribution on qualifying earnings
- 4 weeks Sick Pay pro rata, rising to 12 weeks pro rata on completion of 12 months service
- Access to external money coaching
- Inclusion in the Speak Life Group Life insurance policy, which gives access to a wellbeing portal - currently provided by Legal and General.

<b>CORE SKILLS AND EXPERIENCE</b>	Essential	Desirable
An understanding of the role admin plays in an organisation	Y	
Previous experience of working within diary or event management	Y	
Previous experience of organising international travel		Y
Experience of using Customer Relationship Management systems		Y
Ability to craft excellent written communication with grace and fairness	Y	
Ability to manage a full diary with the “big picture” in view and keep the workload manageable	Y	
Ability to take the initiative and ability to anticipate future requirements for a busy diary and work schedule.	Y	
Willingness to challenge the Directors and help them hold themselves accountable to the Speak Life strategy and wider commitments	Y	
Discretion and confidentiality, with an awareness of GDPR	Y	
Good IT skills, including use of Google Workspace	Y	
Kind and professional telephone manner	Y	
Willingness to attend weekly bible study	Y	
Experience using AI to streamline and assist admin processes		Y
Experience of managing projects and timelines		Y

## **RESTRICTIONS**

This role is subject to the relevant employment checks and DBS. Speak Life is a Christian charity that seeks to Love Jesus, and share Jesus with the world, as such all applicants should be able to demonstrate how they are able to support us in doing this.