

Job description

Personal Assistant to Vinu Paul

Background

Commission is a family of churches working together to see thousands of lives transformed through hundreds of churches in tens of nations. An opportunity has developed for a person with strong administrative and interpersonal skills to support Vinu Paul in his role as apostolic leader of Commission. This is a wide ranging role with key responsibilities.

Job purpose

To serve as Vinu Paul's Personal Assistant as part of the operational team in Commission, providing administrative support to enable effectiveness in all aspects of apostolic ministry as required, networking with other members of Vinu's team. The position requires a good level of computer and communication skills as well as being computer literate and ability to work flexibly with teams.

Roles and responsibilities

- To provide personal support to Vinu Paul in the performing of his apostolic duties:
 - Where appropriate, attending meetings to capture key points and following up as necessary to ensure timely action completion.
 - Supporting Vinu with the development of new apostolic initiatives and follow up with any practical and technical details.
 - Be point person where Vinu can offload for tight operational follow up.
- Diary management – management, organisation and reminders of Vinu's diary, including dates, meetings, accommodation and guest hospitality.
- Where necessary, working alongside the Commission operational team to organise travel arrangements for visitors to the India (e.g. UK, US, Portugal, Spain, etc.) for conferences and events including: visa applications, invitations, hosting, itineraries, hospitality etc.
- Communicating with others to ensure Vinu maximizes use of time including:
 - Familiarizing oneself with and communicating with the following organisations: Commission (national & international), Living Hope Church, Newfrontiers Global, UCPI, MTN / Parivarthan
 - Email management – filtering all emails to Vinu
 - Liaising with the Commission operational team to provide support relating to Vinu's apostolic teams, particularly assisting Vinu in the follow up of his actions
- Preparing presentations where necessary, for use at conferences and churches.
- Co-archiving and assisting in maintaining Vinu's sermon / words
- Undertaking research, and gather data as directed to assist the preparation of material for talks and preaches.

- Pre-meeting preparation and briefing to Vinu for his follow up actioning.
- Preparing proposals when required prior to and after meetings.
- Communicating on Vinu’s behalf when necessary, responding to emails / messages

Person specification

- Personal and growing relationship with Jesus Christ; committed to the church
- IT literate – on softwares such as: MS Word, Excel, Powerpoint
- Excellent relational skills
- Proven organisational and administrative skill
- Trustworthiness and one who maintains confidentiality
- Able to work proactively, anticipating problems and planning effectively
- Able to develop innovative and efficient ways of working
- Able to implement new initiatives
- PA experience beneficial
- Excellent interpersonal skills
- Ability to work on their own initiative
- A “can-do” attitude and flexible approach to work
- Ability to operate well under pressure
- Works well with teams
- Member of Commission church (not essential)

To Apply

Email your resume to “ mark@commission-together.in ” with any helpful information. We can’t wait to hear from you!

Job title	PA to Vinu Paul
Reporting to	Apostolic Leader
Working hours	40-45 hours per week
Annual leave	20 days + 11 bank holidays
Sick leave	Depending on length of service
Location	Living Hope Church Office, Borivali (W) - Mumbai
Travel	Some national travel to support Vinu at key events may be required
Term	Permanent (6 months probationary period)
Salary	Will correspond to qualifications & experience at market value