



Administration Assistant

Department:	Administration
Reports to:	Business Support to the Administrator
Place of Work:	Elim International Centre
Working hours:	Part time – 22.5 hours Hybrid working possible
Salary band:	£24,000 per annum pro rata

Description

The Elim Pentecostal Church is a UK-based Christian denomination and represents a global network of 500 plus churches in the UK and thousands overseas, operating in over 50 countries worldwide. Elim International Centre (EIC), our central administrative office, is located in Malvern, Worcestershire where Regents Theological College is also co-located. EIC has approximately 100 staff.

The role and what we are looking for

The Administration Assistant will assist in the organisation of Elim's annual event, Elim Leaders Summit* (ELS). This may include managing hotel bookings, liaising with volunteers, exhibitors and speakers and any other necessary duties for the successful preparation of Elim Leaders Summit. They will also assist the safeguarding team with administrative duties such as agendas for and minutes of meetings, updating databases, liaising with churches regarding safeguarding policies, DBS checks and training. The Administration Assistant will also be required to assist with other general administration duties in the department as they arise.

We are looking for a proactive and focused individual with demonstrable experience of working in an administrative environment and with digital data systems. You will have excellent interpersonal and communication skills both written and verbal. You will have experience in coordinating meetings and preparing documents for meetings, taking minutes and tracking actions. You will be able to work on your own initiative with minimal supervision and will have the ability to work under pressure. You will be able to demonstrate high levels of discretion and confidentiality. You must be proficient in MS Word, Excel, Outlook and PowerPoint.

***In addition to assisting in the organisation of Elim Leaders Summit, the applicant will be required to attend the event and set up days in full. This will result in working additional hours during these times, for which you will be subsequently entitled to time off in lieu.**

Reporting to the Business Support to the Administrator.

A salary package of £24,000 per annum pro rata. 22.5 hours a week

The includes the flexibility for some work from home. The exact nature of this will be mutually agreed with the Business Support to the Administrator.

The Application Process

The vacancy will close on Sunday 12 July 2026.

Interviews will take place online on Tuesday 21 July 2026.

Please send the following to Sarah Bale:-

- A full curriculum vitae and
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.

Administration Assistant

CONTACT

Sarah Bale
Administrator
sarah.bale@elim.org.uk
01684 588913

Applicants are encouraged to find out more about Elim Foursquare Gospel Alliance, its ethos and activities via www.elim.org.uk.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

Further details regarding the interview process will be sent out to the interviewees ahead of the scheduled interview date.

THE PERSON

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> English and Maths GCSE at Grade A-C or 9-4 	NVQ Level 3 in a relevant subject, or equivalent level of qualification or equivalent previous proven administration experience
Knowledge and Experience	<ul style="list-style-type: none"> Demonstrable experience of working in an administrative environment and with digital data systems. Experience of maintaining confidentiality in the workplace and / or processing confidential information. Experience of diary management Experience of booking accommodation Experience of working effectively in collaboration with suppliers, contractors and customers Experience of excellent interpersonal skills and ability to communicate with others at all levels of an organisation 	<p>Knowledge of safeguarding processes and procedures for adults and children.</p> <p>Experience of maintaining databases.</p>
Skills and abilities	<ul style="list-style-type: none"> Excellent interpersonal and communication skills, written and verbal. Ability to demonstrate a solutions-based approach to problem solving. Adaptability and ability to take a flexible approach to work, covering for others where required. Ability to work under pressure in a busy working environment, able to multitask Ability to develop and maintain effective relationships with a wide range of individuals and organisations Excellent team working skills Able to demonstrate high levels of discretion and confidentiality Able to demonstrate a high level of enthusiasm, commitment and attention to detail Ability to undertake main duties to a high level with minimal supervision, organising and prioritising own workload and adhering to set deadlines. Proficient in MS Office such as Word, Excel, Outlook, PowerPoint 	

Administration Assistant

Personal Qualities	<ul style="list-style-type: none"> • Honesty and integrity • Enthusiastic and with a drive to achieve • Able to manage pressure • Organised, efficient, flexible, innovative and adaptable • Willingness to learn new skills 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel when required • Have a valid UK driving license and have access to your own vehicle including for travel to Elim Leaders' Summit 	From an Elim background with some understanding of the Elim ethos.

