



# THE NAZARETH TRUST

HEALING IN THE NAME OF JESUS SINCE 1861

Job Title	Executive Assistant	Reporting to	CEO, The Nazareth Trust
Location	Head Office, Edinburgh	Travel Required	Some occasional travel to Nazareth, Israel
Salary	c. £20,000	Position Type	Full-time

The Nazareth Trust is one of Scotland's oldest and largest Christian charities, employing over 700 people in Nazareth, Israel, through its hospital, nursing college, biblical tourism operation and international volunteer programme. A small Head Office is maintained in Edinburgh, which provides administrative support as well as PR and fundraising initiatives.

The Executive Assistant position is a key role within the organisation which will require a broad range of administrative, organisational and communication skills to support the CEO and the Board. The successful candidate will therefore be able to demonstrate a wide skill-set as well as commitment, flexibility, confidentiality and integrity.

## **ROLE & RESPONSIBILITIES**

The typical duties for the Executive Assistant will be to:

- organise and schedule meetings;
- prepare meeting agendas and papers, edit reports, and take minutes during meetings;
- book business travel arrangements, including flights, transportation, and lodgings for senior management and other staff members;
- maintain office correspondence, crafting routine electronic correspondence;
- manage the diaries and schedules of the CEO;
- communicate with Board members, schedule and support board meetings, and arrange meeting agendas;
- liaise with supporters and guests;
- maintain electronic filing and archiving system, ensuring processes and software are up to date and in working order;
- maintain a strong working relationship with senior management;
- liaise with staff members on behalf of senior management;
- office administration;
- finance administration: keeping records, banking, petty cash, bank reconciliation, expenses, liaising with the finance officer;
- governance administration, including submissions to Companies House and OSCR.



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In addition, it is expected that the Executive Assistant will:

- uphold and promote the objectives of the organisation, policies, standards and principles through day-to-day working practices and in all dealings with external organisations;
- undertake training and professional development as required;
- undertake duties that may not be listed here but which are nonetheless commensurate with the position;
- be prepared to do flexible-working patterns as required by the role and the commitments of the CEO.

## **PERSON SPECIFICATION**

The successful applicant will demonstrate:

- high-level administration and secretarial skills;
- IT literacy, with proficiency in Microsoft Word, Excel and other programmes;
- spoken and written fluency in English;
- proficient in minute-taking, writing and editing documents
- organisational skills;
- ability to provide excellent hospitality to guests;
- PR and communication skills;
- leadership skills;
- flexibility;
- ability to travel to Nazareth, Israel, when required, but typically twice a year;
- ability to problem-solve;
- a positive attitude;
- ability to be 100% confidential on all matters relating to the CEO's office;
- honesty and integrity.

## **ADDITIONAL NOTES**

Some travel may be required to Israel and within the UK to support events and board sessions.

The Nazareth Trust has a strong Christian identity. The successful candidate will need to be in sympathy with the Christian ethos and values of the organisation.

This job description is not an exhaustive list of duties but is intended to give a general idea of the range of work undertaken and will vary in detail in light of changing demands and priorities. Substantive changes in the range of work undertaken will be carried out in consultation with the postholder.