



A CAREER WITH IMPACT



from Franklin Graham

No matter what skills, talents, or gifts that God has given to us, everyone at Samaritan's Purse is deeply committed to sharing the Gospel and to ministering to hurting people in Jesus' Name.

If you want to combine your education, training, professional experience, and love for Jesus into a meaningful career, Samaritan's Purse may be the right place for you.

May God bless you as you seek God's will and calling on your life.

Sincerely,

A handwritten signature in black ink, appearing to read 'Franklin Graham', with a long horizontal stroke extending to the right.

Franklin Graham
President, Samaritan's Purse

HELP REACH THE WORLD IN JESUS' NAME

We are looking for motivated individuals who are called to serve the Lord and have a passion for sharing the Good News of Jesus Christ.

Mobilise your skills in a variety of areas such as finance, information technology, communications, and human resources to help make an eternal difference in people's lives through the power of the Gospel.

Samaritan's Purse provides comprehensive benefits packages for employees and an uplifting Christian atmosphere, including corporate prayer and devotional times each weekday morning, as well as special fellowship activities.

Whether based in the UK or internationally, our employees work together with churches around the world to help hurting people and their communities in Jesus' Name.

"If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ."

— **1 Peter 4:11 (NKJV)**



OUR MINISTRY PROJECTS INCLUDE:

- International Crisis Response
- Clean Water
- Animals, Agriculture & Livelihoods
- Medical Ministries
- Operation Christmas Child
- The Greatest Journey
- Women at Risk

See our current job openings and apply online at
samaritans-purse.org.uk/careers

MISSION

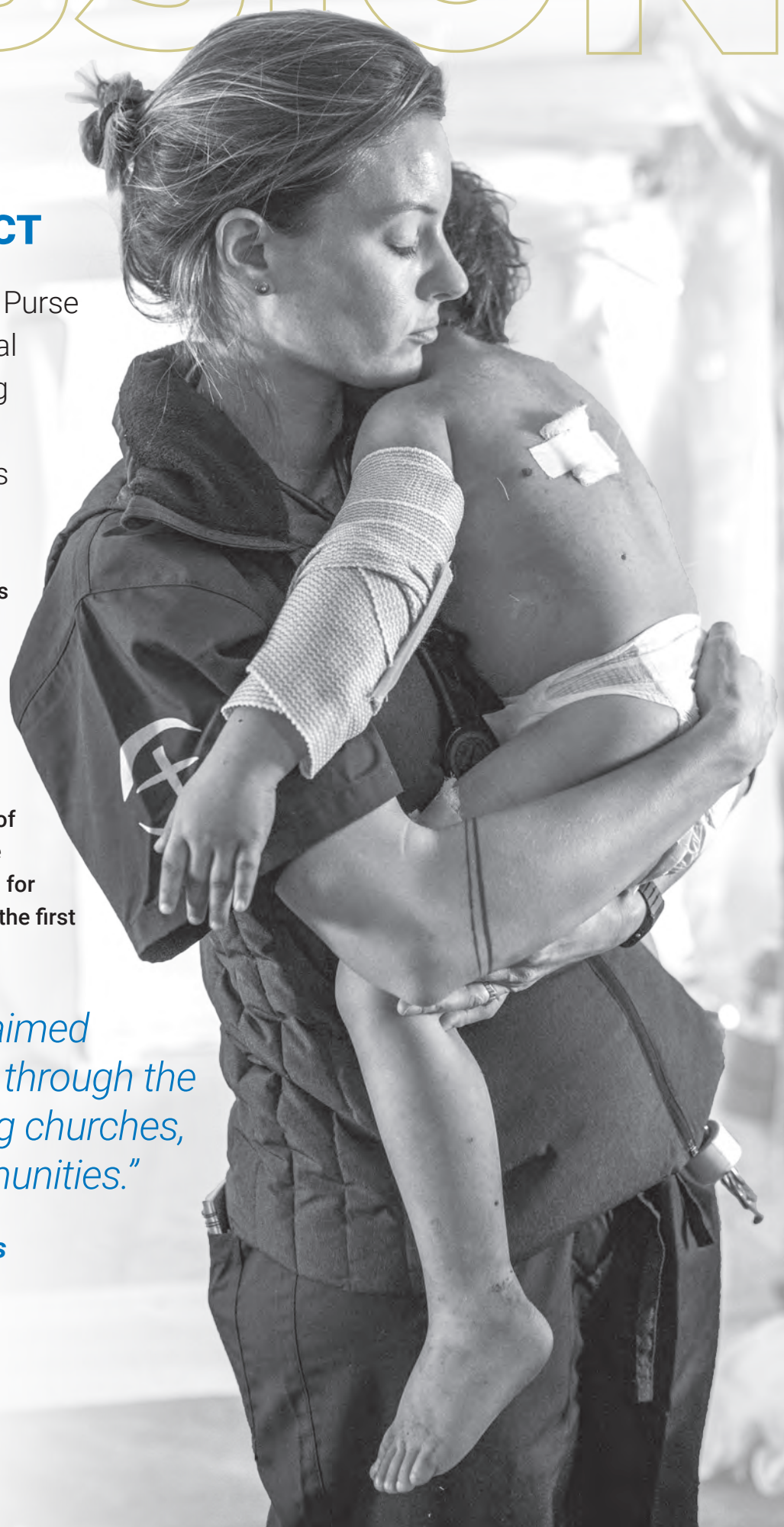
MAKING AN IMPACT

When you join Samaritan's Purse you become part of a global team committed to sharing the Gospel and meeting the critical needs of victims around the world.

Our faithful supporter base upholds the mission of Samaritan's Purse, and without them we would not be able to continue providing physical and spiritual help in Jesus' Name. As Paul says in Philippians 1:3-5 (NKJV), "I thank my God upon every remembrance of you, always in every prayer of mine making request for you all with joy, for your fellowship in the gospel from the first day until now."

"Everything we do is aimed at transforming lives through the Gospel, strengthening churches, and improving communities."

—Joni, International Projects





THIS IS HOW WE DO IT

In 2022-23, £10.47 million was raised for the ministry of Samaritan's Purse through fundraising activities.

From 2021-22 we have seen our income increase by 25% to £10.47m (2021: £8.37m) this was mainly through the generosity of gifts in kind and an increase in underlying cash donations and legacies.

4

Major disaster responses were undertaken.

23

Countries received staff deployments.

48

International and domestic programmes were delivered.

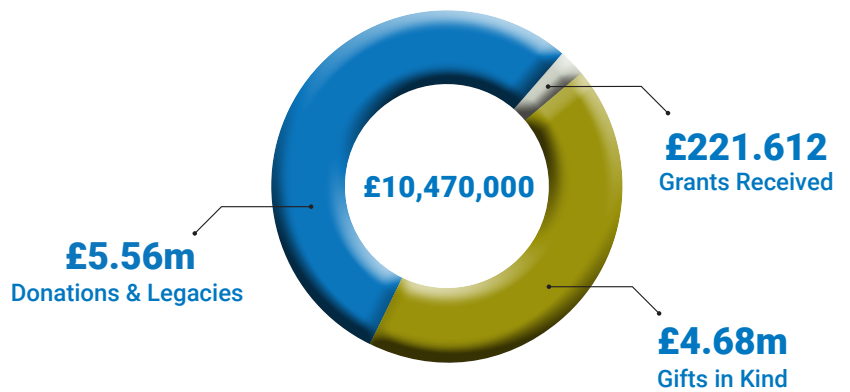
252,022

Operation Christmas Child shoeboxes were delivered to children in need.

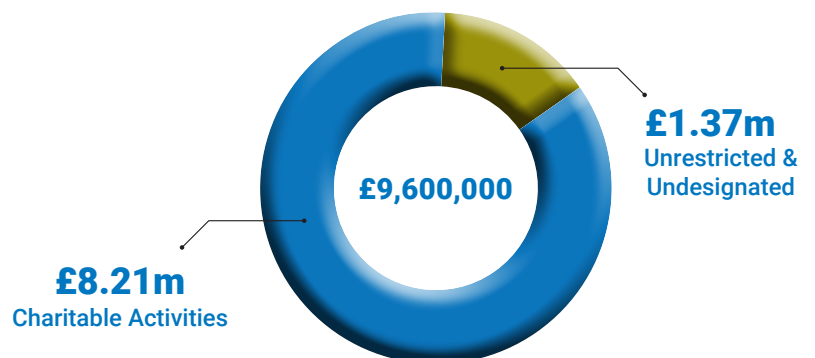
£10.47m

Was raised in support of our work through the generosity of hundreds of individuals and churches as well as trusts and legacies.

£ Income: 2021-22



Expenditure: 2021-22



JOB DESCRIPTION

| | |
|----------------------|---|
| JOB TITLE: | Executive Assistant to SMT |
| DEPARTMENT: | Executive Director's Office |
| REPORTING TO: | Executive Director |
| JOB TYPE: | Permanent Full time – 35 hours per week Office Based - Coventry |
| DATE ISSUED: | November 2023 |

1 MAIN PURPOSE OF JOB

To ensure that the Executive Director (ED), and Senior Management Team (SMT) receive an excellent administrative and secretarial support service reflecting both their needs and the wider needs of Samaritan's Purse (SP) and the Billy Graham Evangelistic Association (BGEA). This will require the building of strong, effective and collaborative relationships both internally and externally throughout the charities to inspire trust and confidence.

2 POSITION IN ORGANISATION

- Reports to Executive Director
- Collaborates closely with multiple departments across SP & BGEA
- Main functional relationships are with ED, SMT, IHQ Directors and their Executive Assistants, members of the Board of Directors for SP and BGEA

3 DUTIES & KEY RESPONSIBILITIES

- To provide a full administrative and secretarial service to the ED and SMT
- To provide a supportive administrative support to the Board members of SP and BGEA
- Building of relationships both internally and externally
- Manage and maintain electronic diary accurately, liaise with the ED and SMT to input and manage appointments
- Undertake general administrative duties as requested by the ED and SMT
- Organise meetings/conferences/special events, provide agendas/directions to attendees. This to include all ED meetings and SMT strategic and tactical meetings.
- Organise travel for ED and SMT
- Organise visits by international visitors, including schedules of appointments
- Attend meetings, take notes/minutes to circulate to attendees in an accurate and timely fashion
- Daily use of Microsoft packages
- Assist the SMT with administrative tasks to aid in the efficient running of the team
- Attend SMT meetings and provide agendas, papers and notes

As Job Descriptions evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.

- Be the point of contact with Board members when arranging Board meeting dates
- Prepare and circulate Board notices, agendas and schedules
- Ensure Board reports are prepared and circulated in a timely fashion
- First point of contact for ED; liaise cheerfully and professionally with other staff members and all levels of staff members of affiliate offices. Build and maintain relationships with volunteers, donors, supporters and partners.
- To lead and participate in daily devotions and prayer times.

4 DIMENSIONS & LIMITS OF AUTHORITY

- Involves close liaison and excellent working relationships with all SP and BGEA UK staff and SMT
- Involves close liaison with other staff at IHQ as well as external organisations within the scope agreed by the ED
- Involves liaison with the SPUK and BGEA UK Board Members periodically
- Not responsible for any staff

5 PROVEN ABILITY

Experience of working as an Executive Assistant at CEO/Executive Director level. A prior record of proven ability to understand principles and practices that will contribute significantly to the work of the EA function. Awareness of department-wide issues.

6 OCCUPATIONAL REQUIREMENT

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be committed to the purpose of SPI and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support and contribute to its Christian ethos.

As Job Descriptions evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.

APPLICATION PROCESS

If you are interested in this vacancy, please send a covering letter and your CV via the website samaritans-purse.org.uk/careers laying out clearly how you would meet the requirements for the role.

Roles at Samaritan's Purse International have an occupational requirement that the post holder be a committed Christian who assents to the Samaritan's Purse Statement of Faith and Code of Conduct.

As we work in the Humanitarian Sector or have roles which are involved with people in crisis, we follow a 'safer recruitment' model which requires all applicants to complete an application form. This will be sent to you if you succeed with our first level of screening. Many of our roles require a DBS check.

All applicants have to show they have the right to work in the UK.

If you have any queries about the role or anything to do with the application process please get in touch with us at:

hr@samaritans-purse.org.uk

We look forward to hearing from you.





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