



**URBAN
SAINTS**

Job Title

PA to the Chief Mission Officer





**The vision of
Urban Saints is to
see young people
everywhere
walking with
Jesus.**



Urban Saints equips youth leaders with everything they need to disciple young people everywhere.

Through relevant training, high-quality resources, and a community to be supported and encouraged, we help leaders grow in confidence as they share Jesus - especially with young people who have no connection to church. Our vision is to see every young person given the opportunity to explore faith, wherever they are.



Purpose of the Role

The Chief Mission Officer (CMO) is a member of the Executive Team, who reports to the CEO. The Executive Team help shape and deliver organisational strategy ensuring alignment with our vision, values and mission. The PA to the CMO provides operational and administrative support across a wide range activities, which could include mission development, partnerships, training, resource development, digital innovation and strategic projects.

You'll increase the effectiveness and capacity of the CMO through ensuring that meetings, communications, events, and administration are well organised and effectively managed.

This is an exciting opportunity to play a key role behind the scenes, helping turn ideas into action and supporting projects that serve youth leaders nationwide.



Key Responsibilities

Administrative support for the CMO

- Manage and coordinate the CMO's diary, meetings, travel, accommodation, and key commitments.
- Ensure the CMO is adequately prepared for meetings, including drafting agendas, papers, and tracking follow up actions.
- Assist in the prioritisation of the CMO's workload, ensuring deadlines are met.
- Provide administrative support for the CMO, including draft correspondence, reports, presentations, and other documentation on behalf of the CMO.
- With the CMO, translate ideas and discussion into clear action plans and deliverables.
- Develop and maintain systems that improve organisation, communication, and operational efficiency.
- Attend meetings and events, both remotely and in person, taking accurate notes/minutes and translating them into action plans for the CMO.
- Maintain organised records and filing systems.

Audio transcription and document preparation

- Transcribe audio recordings into written documents.
- Format, proofread and edit documents and correspondence.

Participation in the Urban Saints Team

- Actively work in collaboration with the wider Urban Saints team.
- Participate in regular team meetings, for your department and for the staff team.
- Attend extended team events, including two whole-team residentials per year.

The above list of job duties is not exclusive or exhaustive, and the post holder may be required to undertake other duties that reasonably fall within the nature of the role and responsibilities of the post. There will be occasional out-of-hours work required.

About You

What you are bringing to Urban Saints

Skills and Abilities

- Excellent administrative and organisational skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks at once and prioritise well.
- Ability to maintain confidentiality.

Knowledge and Experience

- Experience supporting a senior leader in a similar role.
- Experience taking meeting minutes, producing action logs and preparing professional documentation.
- Experience transcribing audio recordings.
- Knowledge of CRM systems and project management tools.

Personal Approach and Attributes

- A genuine passion for youth leaders and the mission of Urban Saints.
- Proactive and self-motivated with the ability to work independently.
- Positive and professional attitude.
- Maintain focus in a dynamic, mission-driven environment.



Job Title: PA to the Chief Mission Officer
Responsible to: Chief Mission Officer
Terms: Permanent
Salary: £8,800 - £9,280 per annum (£27,500 – £29,000 FTE)
Location: Hybrid - (*home-based but with travel required, including for department meetings and bi-annual whole team gatherings.*)
Hours: Part-time, 12 hours per week
Start Date: As soon as possible

Christian Ethos

This post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010. All applicants must be committed to the aims, ethos and values of Urban Saints (www.urbansaints.org/about).



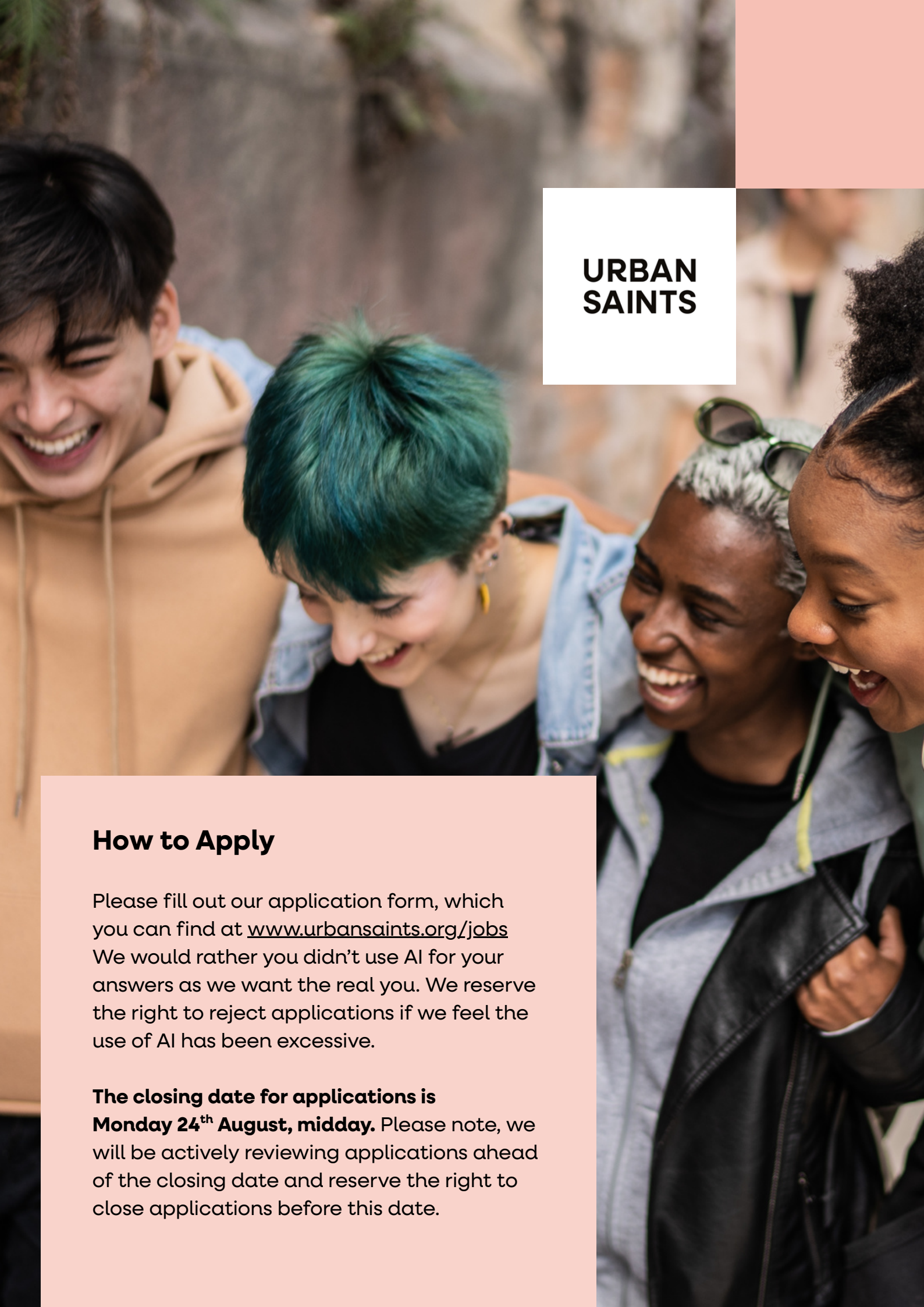
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Team Engagement

All full-time Urban Saints employees are required to attend two team residentials per year (each gathering is 3 days/ 2 nights each). Due to the part-time nature of your role, your attendance at team gatherings is to be discussed with your line lead.

Benefits

- 25 days annual leave plus bank holidays (pro-rated for part time roles)
- Pension Scheme: we contribute 6% to the Urban Saints pension scheme.
- Life assurance: you will receive life assurance cover to the value of four times your annual pensionable salary.
- Eight volunteering days: you will have an opportunity to volunteer for one of our events or a similar charity of choice (pro-rated for part time roles).



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How to Apply

Please fill out our application form, which you can find at www.urbansaints.org/jobs. We would rather you didn't use AI for your answers as we want the real you. We reserve the right to reject applications if we feel the use of AI has been excessive.

The closing date for applications is Monday 24th August, midday. Please note, we will be actively reviewing applications ahead of the closing date and reserve the right to close applications before this date.