



JOB DESCRIPTION

Job Title:	Personal Assistant to the Principal (with a focus on development support)
Hours:	Minimum 3 days/22.5 hours per week (flexible up to FT hours)
Salary:	£30,000 - £35,000 FTE (dependent on experience)
Location:	Tyndale House, Cambridge (hybrid working considered)
Responsible to:	Director of Engagement
Key Benefits:	9% employer Pension Contribution; 30-days' annual leave allowance and 4 x salary life insurance

Tyndale House is an international centre for research that specialises in the languages, history and cultural context of the Bible. We bring together outstanding Christian researchers from around the world with the aim of developing Bible literacy in the Church and beyond. We want to enable all those who read the Bible to understand and appreciate it more.

The role of Personal Assistant to the Principal will provide the Principal with proactive and confidential project-related and administrative support, with a particular focus on development and fundraising activities. Our current annual expenditure on charitable activities is around £1.3m and we rely on donations and receive no public subsidy. The Principal therefore acts as both the head of the organisation as well as the primary fundraiser for the charity. To a lesser extent, the role will also involve the provision of administrative support to the Director of Engagement.

The post-holder will demonstrate initiative in driving projects forward, be highly organised, with strong written communication skills, excellent attention to detail and the tenacity to follow work through to completion. He/she should have experience in a previous PA and/or fundraising & development role, ideally within the Charity sector.

As the postholder will be working with the Leadership Team and with Tyndale House donors, there is an Occupational Requirement for them to be an active, practising, evangelical Christian in whole-hearted and unreserved agreement and support for the Tyndale House doctrinal basis and ethos.

Principal Responsibilities

1. Executive Support

- 1.1. Proactively consider logistical and other future requirements of the Principal
- 1.2. Diary and inbox management for the Principal
- 1.3. Handling internal and external correspondence for the Principal
- 1.4. Provision of administrative support to the Director of Engagement
- 1.5. In liaison with different members of the team, co-ordination of the Principal's International Fundraising trips, including arranging meetings, travel and accommodation bookings and speaking engagements
- 1.6. Managing the Principal's UK speaking engagements, including liaison with venues, travel and accommodation arrangements etc.
- 1.7. Arranging UK meetings on behalf of the Principal, including the production and organisation of any paperwork and minute-taking as required
- 1.8. Maintaining and developing appropriate document filing systems and ensuring GDPR compliance
- 1.9. Liaising with Trustees, donors, supporters and other key stakeholders on behalf of the Principal, as appropriate
- 1.10. Act as representative of the Principal
- 1.11. Act as a minute-taker for Board, Committee and Leadership team meetings as required

2. Fundraising and Development Support

- 2.1. Communication with major donors on behalf of the Principal
- 2.2. Supporting the Principal in relational stewardship of major donors as appropriate
- 2.3. Working with the communications and design teams to produce regular, up to date cases for support
- 2.4. Under the direction of the Director of Engagement, co-ordination of Tyndale House's CRM database (Donorfy) including recording interactions with donors
- 2.5. Overseeing acknowledgements of financial gifts and pledges
- 2.6. Supporting the organisation and implementation of Tyndale House events

3. Other Duties

- 3.1. Participate in specific internal projects as agreed
- 3.2. Fulfil other tasks as they arise which are necessary to the role
- 3.3. Able and willing to participate in areas of the wider working life of Tyndale House, including social occasions with residents and readers
- 3.4. Assist with fire evacuation procedures and comply with health and safety requirements
- 3.5. Actively engage with appraisal processes and take responsibility for own training and professional development
- 3.6. Keep up to date with all organisational policies and comply with their requirements

4. Key skills and Experience

- 4.1. Willing to promote and work according to the Christian ethos of Tyndale House
- 4.2. Ideally two years' experience working in a charity PA and/or fundraising & development role (or similar relevant experience)
- 4.3. Excellent organisational and workload management skills
- 4.4. Ability to communicate effectively on the telephone and in person
- 4.5. Strong attention to detail and ability to produce work with a high level of accuracy
- 4.6. Integrity and understanding of care needed with sensitive information
- 4.7. Willingness and confidence to ask questions to ensure a good level of understanding of tasks

Tyndale House: Core beliefs and values

The ethos of Tyndale House is derived from the organisation's core charitable purpose as defined in its objects and doctrinal basis, namely to advance the evangelical Christian religion through promoting evangelical biblical scholarship and research.

Doctrinal Basis

As an organisation committed to the promotion of the evangelical Christian religion we are committed to the fundamental truths of Christianity, as revealed in Holy Scripture, as the basis for our activities. These include:

- a) There is one God in three persons, the Father, the Son and the Holy Spirit.
- b) God is sovereign in creation, revelation, redemption and final judgement.
- c) The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.
- d) Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.
- e) The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.
- f) Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.
- g) Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.
- h) The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.
- i) The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christlike in character and behaviour and gives them power for their witness in the world.
- j) The one holy universal church is the Body of Christ, to which all true believers belong.
- k) The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.

Central to this doctrinal statement is our understanding that Jesus Christ is Sovereign over all aspects of life and that the advancement of the evangelical Christian religion involves promoting both belief and behaviour which honours Jesus Christ and is in accord with Holy Scripture.

Tyndale House Ethos and Code of Conduct

In order to fulfil the charitable objectives of Tyndale House, the trustees are committed to establishing and maintaining a distinctive ethos. They recognise that the objectives of Tyndale House can only be understood and achieved in a manner which is consistent with Evangelical Christian purposes and patterns of behaviour which accord with a historic understanding of the ethical implications of the Christian faith.

Core Values:

Our core values follow from our core beliefs and are:

Love for God

God created humans to be in loving relationship with him. We express our love for God in love for his word, unconditional obedience to it, worship and prayer.

Love for fellow humans

God created humans to be in self-giving, loving relationships with each other and made the church to show God's love for it, by the way its members love one another and also demonstrate love for the neighbour outside the church by working for the common good. God has made families as special places for the display of love, and created the self-giving lifelong exclusive union between a male and a female as his intended context for all sexual activity and for the propagation of humanity.

Love for truth

We love the supreme truth of Christ and therefore love all that he has revealed in the Scriptures, which are true in their entirety. In academic research we measure all things by the Scriptures, which are the highest standards of truth, and seek to live lives consistent with the truth.

Practical applications of core beliefs, values and ethos

In the light of the above employees of Tyndale House and those living within the community are required and expected to support the Evangelical Christian ethos of the charity. They should not exhibit behaviours or undertake activities, or communicate in ways which are damaging to the ethos or reputation of Tyndale House.

In its employment practices, Tyndale House is committed to maintaining its distinctively Evangelical Christian ethos. All staff, including those who hold posts where there is no genuine occupational requirement to be an Evangelical Christian, are required and expected to support the Evangelical Christian ethos of the Charity both in their work and their lifestyle whether at work or away from work. Trustees have a duty to maintain this ethos by ensuring that staff who are appointed to positions of leadership or influence within the organisation demonstrate their commitment to this ethos through enthusiastic commitment to the Tyndale House doctrinal position, its core values and

its ethos, and are members in good standing within a Christian Church where there is an occupational requirement for a postholder to be an Evangelical Christian.

Tyndale House welcomes those of other faiths and those who have no formal faith who can demonstrate their support for the work of Tyndale House and their willingness to respect the overriding ethos and purposes of Tyndale House and its operation. Such partners must be treated fairly, respectfully and without discrimination within the context of the ethos and values of Tyndale House.