Newbold College of Higher Education

Berkshire, England

is seeking to appoint a full-time

Executive Assistant to the Senior Leadership Team

To commence 1 June 2022 or earlier by mutual agreement

The successful candidate will have most of the following:

- an appropriate qualification for an Executive Assistant
- appropriate experience as an Executive Assistant
- a commitment to the message and mission of the Seventh-day Adventist Church
- a positive experience of working in a multinational and multi-cultural environment
- experience in managing day-to-day HR functions

The successful applicant will be expected to:

- Manage the day-to-day operation of the Office of the Principal
- Provide Administrative Support for the Senior Leadership Team
- Clerk meetings of the Senior Leadership Team, the Board of Governors and the Annual General Meeting, and other committees and panels as appropriate
- Support the work of the Principal, the CFO and Academic Registrar
- Manage the Newbold College of Higher Education Awards Ceremony, liaising with the Principal and other colleagues as appropriate.
- Oversee the day-to-day HR matters, advising and collaborating with the Senior Leadership Team, employees, contractors, and Stakeholders as appropriate...

Newbold College of Higher Education offers quality education in a multi-cultural European context. Currently, it offers a range of pastoral education programmes in full-time and part-time modes at on- and off-campus venues. It is expected to expand these programme offerings beyond the theological.

Programmes are validated by and offered in partnership with the University of Wales Trinity Saint David.

Salary is according to the denominational scale.

Applicants must obtain the right to work in the UK prior to employment.

For a position descriptor and application form, please contact:

The Principal
Newbold College of Higher Education
St Marks Rd
Binfield, Berkshire, RG42 4AN
UNITED KINGDOM

Tel: +44 (0) 1344 407407
Email: scurrow@newbold.ac.uk
Web: www.newbold.ac.uk

The deadline for receipt of applications is **9 May 2022**.

Life changing, Faith affirming