

FFWPU UK Job Opportunity: Executive Assistant

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We are looking for you! Join our FFWPU UK team and help us fulfill our mission to build the Heavenly Parent's Holy Community and change the nation!

We currently have a number of open positions and we'd like to invite you to take a look:

[Youth and Young Adults Ministry - Director](#)

[Community Pastors](#)


Executive Assistant

[Caretaker Couple at Cleeve House](#)

To request more information about any of the above opportunities, including the full job description and how to apply, please email Sylvia at: hr@ffwpu.org.uk

Executive Assistant

- > Manage the National Director's (ND) diary in its entirety, organising, and scheduling meetings effectively according to priorities, delegating where possible and ensuring that the ND is well informed and briefed on meetings, commitments and responsibilities
- > Manage the ND's email correspondence and act as the first point of contact, both internally and externally, analysing content and determining the course of action, be that placing in ND's direct inbox, distributing, allocating to staff as required, etc.
- > Lead on specified projects and event management, project managing throughout, delegating where necessary, following up actions and monitoring against schedules
- > Schedule Board Meetings, and with the ND and Chair arrange meeting agendas plus collating and distributing of all necessary documentation
- > Execute the role of Board Clerk - planning yearly flow of meetings, ensuring meetings are quorate, taking minutes, drafting minutes and actions, and follow up
- > Volunteer Management including recruitment, training, planning, support, complaints from and about volunteers

 [Download The Employment Application Form Here](#)

Family Federation for World Peace and Unification
43 Lancaster Gate, London W2 3NA
Registered in England & Wales - Charity No. 267917

EMPLOYMENT APPLICATION

Please complete in block capitals.

Position you are applying for	
Available Start Date	

Title		Full Name	
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Address	
Email Address	
Contact Number	

Do you need a work permit to take up employment in the UK? Yes No

Do you speak any foreign languages? Yes No

If yes, which?

Do you have a current driving licence? Yes No

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please give details:

Employment History

Name of Employer	Dates (from / to)	Job Title	Monthly Salary	Reasons for Leaving

Education

School	Dates (from / to)	Subject	Examination	Results

Further and Higher Education

College / University / Institute	Dates (from / to)	Subject & Level	Qualifications

Membership of Professional Organisations

Please share details of your achievements in your last job.

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Please provide details of skills, knowledge and achievements which you feel are relevant to this application.

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References

Please provide two referees, at least one from your current or previous employer.

Name, Address and Contact Number	Name, Address and Contact Number
<input type="checkbox"/> Please tick if you do not want us to contact them before an offer is made.	<input type="checkbox"/> Please tick if you do not want us to contact them before an offer is made.

Declaration

I confirm that the information contained in this application is correct and that any false information or important omission may disqualify me from employment or render me liable for dismissal.

Signature	
Date	