



Job Profile

Job Title:	Company Secretary (part-time)
Team:	Executive
Responsible to:	Group Chief Executive Officer
Location:	Homebased with bi-monthly attendance at Board meetings either hybrid, or in person, as required

Main Purpose of the Job

To oversee and advise on all legal and governance matters for Essential Christian and its related brands, supporting the Executive team and servicing bi-monthly Board meetings.

Key Responsibilities

- Research and advise on all matters relating to charity and company law
- Prepare and circulate papers to trustees in advance of bi-monthly Board Meetings
- Minute complex Board meetings
- Maintain comprehensive records on all company/charity matters
- Collate and prepare annual company reports.
- Use the teaching of the Bible as the standard for healthy relationships at work, always seeking to speak positively and build others up with words of encouragement.

Optional Voluntary Involvement with the Wider Team

(not included in working hours)

- Meet with the wider staff team each week as we share in a time of reflection from the Bible and pray together for the work of Essential Christian.
- Participate in occasional staff away days to focus on the Christian vision for our work and to help maintain our culture as a team.
- Attend bi-monthly staff meetings to aid communication as a team and keep us on track with the Christian vision and purposes of Essential Christian.
- Attend Spring Harvest and assist with on-site activities, as required.

Occupational Requirement

This role holds an occupational requirement under the Equality Act for the post-holder to be a practising and committed Christian, seeking to grow in their discipleship, and an active and regular worshipping member of a Christian church. The post-holder will be committed to the core values of Essential Christian and have an awareness of the Christian constituencies we seek to serve. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of the Bible.

Our Team

Essential Christian is the umbrella organisation which runs Spring Harvest, Song Solutions and Essential Event Management. Together, we impact lives and build a better world through music, events and content – driven by our encounter with the living Lord Jesus, whose presence shapes our mission of worship, discipleship, justice and service.

Christian Faith

Our Christian faith is the motivation for everything that we do. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those postholders will be seeking to grow in their discipleship and be regular worshipping members, actively involved in serving within their local church. In roles without an occupational requirement, we are glad to welcome anyone who is entirely supportive of our Christian ethos and who is comfortable being fully integrated within our Christian culture.

Our Culture

Calling & Vision

Our small staff team of innovative and dedicated individuals are passionate about seeing lives transformed by Jesus through the creation of music, content and events.

Prayer

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision casting and decision making and we remember to give thanks when we see Him answering our prayers.

Character

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

Professionalism

We pride ourselves on working to professional standards, using performance management and goal-setting to bring value to the ministry, growth to revenue and personal development to members of our team.

What our Staff Say about working for Essential Christian

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say....

"I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for."

"I love working for EC because it gives me a chance to help others grow through their experiences of God and His church".

"There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually."

Person Specification

Character:	<ul style="list-style-type: none"> • Self-motivated • Diligent • Meticulous • Relational
Competency:	<ul style="list-style-type: none"> • Strong administrator with technical competency • Good attention to detail and accuracy • Excellent verbal and written communication skills • Ability to comprehend and document complex business matters • Ability to appropriately handle sensitive and confidential information • Fluent in English
Experience:	<ul style="list-style-type: none"> • Proven success in previous governance role • Senior Management experience in not-for-profit sector • Previous Experience of working on company/charity legal matters • Excellent knowledge of charity and company law
Desirable:	<ul style="list-style-type: none"> • Experience and/or knowledge of Spring Harvest and its associated brands and activities • Living within 90-minute commute of Uckfield

Terms & Conditions of Employment

Location:	Home-based with bi-monthly attendance at Board meetings either hybrid, or in person, as required.
Contract:	Part-time. Permanent
Working Hours:	16 hours per month, worked around key bi-monthly Board meeting dates
Salary:	£3,000 per annum (F.T.E. £32,500 per annum)
Holidays:	3 days per annum, pro rata including Bank Holidays
Probationary Period:	6 months, with interim reviews at 1 month and 3 months
Notice Period:	1 week, increasing to 1 month on completion of probationary period
References:	Employment will be subject to satisfactory references being obtained
Strengthsfinder:	As part of our on-boarding process, the successful candidate will be required to participate in a Strengthsfinder profile survey.

How to Apply

Please download and complete an application form and submit it with a covering email to recruitment@essentialchristian.org

Closing date for applications: Friday 28 February 2025

