



Job Title: Programme Liaison Assistant

Reporting to: Programme Liaison Executive (PLE)

Job Purpose: The purpose of this role is to provide administrative support in a well-organised, timely and efficient manner to the PLE and those accessing the Programme Liaison function. The role will require you to liaise with, International Programme and National Executive (fundraising) colleagues.

Hours: Part-time (a maximum of 30 hours a week)

Place of work: Carlisle

Job Description:

Communications:

For various items of communication on behalf of the Programme Liaison function:

- Take responsibility for the creation of key regular communications. This will include but will not be limited to:
 - monthly Langham Preaching Seminar information
 - six-monthly Programme prayer requests
 - summary updates of current information from Programmes to National Executives
- Assist with the collation and distribution of information with regard to Programme projects. This will include but will not be limited to, updates, stories, quotes, prayer requests,

Administration:

- Assist the PLE in maintaining systems for tracking funding proposals, grant reports, award of general and restricted funds.
- Ensure the timely response to email communications and requests received from key stakeholders.
- To monitor and track multiple requests for information and ensure that all deadlines are met for the provision of the requested data.
- Assist with administrative tasks as needed by the PLE.

Information Gathering:

- Assist with the creation and updating of Programme and project summaries and profiles.
- Assist with responding to specific requests for information on projects.
- Assist with the assembling and submission of information for funding proposals and grant reports, ensuring submission is made on a timely basis and within the deadlines set.

Research and Data Analysis:

- Assist with the six-monthly and year-end collection of data for monitoring performance against Strategic Plan aims and objectives for Board reports and other

- purposes.
- To have an understanding of Programme budgets including those for specific projects.
 - To understand and apply the aspects of indirect and direct costs in relation to Programme projects.
 - Working with the appropriate member of the Finance Team, to provide donor-facing financial analysis of grants and Programme spending. This will include outputs and outcomes in relation to a wide range of projects in response to both Programme and National Executive requests.
 - To work alongside the PLE in providing guidance to National Executive colleagues regarding the financial coding of income.

General:

- Attend team meetings as required, both in person and through video conferencing (flexibility in the time of attendance may be required due to international time zones).
- Undertake any other duties as are reasonably required.

Person Specification

- The ability to analyse available information to make logical and sound judgements.
- Has a natural sense of curiosity and is prepared to dig into data to find out 'why'.
- Consults with others and shares expertise, know-how and ideas with colleagues for best results.
- Protects our reputation when working with confidential data and information.
- A pro-active, task focused, efficient person with a high attention to detail.
- Ability to work to deadlines and prioritise or and/or resolve workload conflicts.
- A person with strong communication, written, organisational and administrative skills.
- A person able to work alone, but also under the direction of others and within a team.
- A personal warmth - both a love for people and the ability to engage with a diversity of personalities/cultures.
- Excellent IT skills including, Microsoft Office, database software, social media platforms and digital software tools for collating information.
- In agreement with Langham Partnership's Statement of Faith and supportive of the vision, mission, conviction and values of Langham Partnership.