



## Job Description

JOB TITLE:	Personal Assistant to Sam Robertson (with Social Media)
JOB OVERVIEW:	We are seeking a versatile, and unflappable Personal Assistant to provide administrative, social media, and other executive support for a member of our Senior Leadership Team, The ideal candidate will be highly organised, tech-savvy, and passionate about GPA's purpose, vision, and mission.
REPORTING TO:	Sam Robertson - Senior Leader of Prophet Development
BASED:	Glasgow, Scotland
JOB TYPE:	Full-time (37.5 hours) - permanent. Attendance at some events in evenings and weekends required.
SALARY:	£24-30,000 depending on experience

Global Prophetic Alliance is a charismatic, evangelical Christian ministry established with the purpose of revealing the voice of God (prophecy) to the nations by training and equipping the church in Holy Spirit ministry, raising prophets, activating worshippers, and developing and delivering cutting edge prophetic broadcasts and online programmes.

### Vision (*'what' we do*)

1. To be a destination and home for the prophets.
2. Be bold communicators of truth to the world.
3. Providing 'rootedness' (community) for those who serve the purpose of GPA

### Values (*'how' we do it*)

1. **Passionate Enthusiasm:** to live with intense delight, fervour, loving the high-level energy of life
2. **Honesty & Truth:** Being truthful, sincere, hatred towards lies, secrecy and deception
3. **Transformation:** being a catalyst for change, advancement, developing new systems and strategies to increase and make things better
4. **Achievement:** always reaching for new personal and corporate goals never satisfied with yesterday's success
5. **Generosity:** kind, generous, giving, permission, encouraging

Our values inform our key activities and the core competencies we expect our team to demonstrate.



## Personal Assistant

We are seeking a dynamic, versatile, and unflappable Personal Assistant to provide administrative, social media, and other executive support for a member of our Senior Leadership Team. The ideal candidate will be highly organised, tech-savvy, and passionate about GPA's purpose, vision, and mission.

As part of a large staff team you will play a key role in ensuring the smooth operation of daily activities, including managing, strategising, and growing Sam Robertson's online and social media presence, utilising high-quality media content. For this you will be working alongside GPA's marketing, social media and digital teams, with access to their resources and expertise. Nevertheless, an ideal candidate would be willing and able to contribute to the work of this team, especially in the area of filming, broadcast production and basic video editing. Training and support will be provided but a capacity for embracing and working with new technologies and an eagerness to learn and "have a go" is essential.

### Key Responsibilities:

#### 1. Personal Assistance:

- Provide administrative support to senior leadership, including managing schedules, organising meetings, and handling correspondence, including emails.
- Coordinate travel arrangements, prepare itineraries, and ensure the timely execution of tasks and projects.
- Assist in the planning and execution of events, conferences, and training sessions.
- Responding to communications on behalf of the Senior Leader including speaking requests.
- Logistic support including organising travel arrangements.
- Administration support including honorariums, typing, dictation, synopsising books and any other ad hoc requirements.
- Travel with Senior Leader as required, representing GPA professionally and providing on-trip support including on-the-ground problem solving and logistic coordination.
- Support on ad hoc projects associated with Senior Leader including broadcast products, e-courses and books.
- Maintain and refine internal processes that support the Senior Leader, suggesting improvements as appropriate.
- Maintain professionalism and strict confidentiality of conversations with Senior Leader and shared materials, exercising discretion when interacting with other members of staff and external individuals.
- General support of Senior Leader as required.



## **2. Social Media & Marketing:**

- Develop and implement social media strategies to increase engagement and grow our online community.
- Create, schedule, and manage content across multiple social media platforms (e.g., Facebook, Instagram, YouTube, Twitter).
- Monitor social media channels, respond to comments and messages, and engage with followers in a timely and meaningful way.
- Analyse social media metrics and adjust strategies to optimise performance.
- Collaborate with the leadership team to develop and execute marketing campaigns that align with our mission and goals.

## **3. Tech & Video Editing - A Capacity to Learn How To...**

- Edit and produce video content for broadcast, social media, and training purposes. This could be using a phone camera on the move, or from GPA's studios
- Work with the media team to ensure that video content is high quality and consistent with the ministry's branding and messaging.
- Assist in the setup and operation of audio-visual equipment during live broadcasts and events.
- Stay updated on the latest trends in video editing for social media.

## **Qualifications/Experience:**

- Proven experience as a Personal Assistant or in a similar administrative role.
- Strong background in social media management and digital marketing.
- Excellent organisational and time-management skills.
- Ability to multitask and prioritise effectively in a fast-paced environment. Strong written and verbal communication skills.
- A deep understanding of and commitment to the mission and values of the Global Prophetic Alliance.
- Tech-savvy with the ability to quickly learn new tools and software.
- Experience in a ministry or non-profit organisation is a plus.

## **Desirable Experience/Skills:**

- Proficiency in video editing software (e.g., DaVinci Resolve, Adobe Premiere Pro, Final Cut Pro, Capcut, or equivalent).



**Personal Attributes:**

- A proactive and positive attitude.
- High level of integrity and discretion in handling confidential information.
- Strong interpersonal skills and the ability to work well with diverse teams.
- A passion for ministry and the prophetic.

**General:**

- Leading, ministering to, pastoring individuals who engage with GPA through the various platforms under the guidance of Senior Leaders.
- Engaging with staff ministry and prayer times on a regular basis.
- Approaching challenges and problems with a spiritual perspective to seek God-centred solutions.
- Building relationships with other key stakeholders.
- This is not an exhaustive list and the post holder may be required to undertake other duties as determined by the Senior Leaders.

**Tools you will be using:**

ActiveCampaign (CRM database/email campaigns), Slack (internal comms), Google Workplace, Church Suite, Canva, Adobe Suite, DaVinci Resolve

**This post is subject to an Occupational Requirement that the postholder is a committed follower of Jesus Christ (under Pt1, Schedule 9 of Equality Act 2010) and is in full agreement with the GPA statement of faith.**

**Weekly prayer and worship meetings are a core part of our working week and most department meetings involve prayer and praise testimonies. A passion for Jesus and His church is essential.**