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## **Administrative Assistant**

### **Divine Renovation UK**

Divine Renovation Ministry, based in Canada and working globally, inspires, connects, and equips Catholic parishes around the world to become missional.

At Divine Renovation UK, we work with bishops, priests, and lay leaders to reinvigorate parishes, develop leadership capacity, and help create cultures of mission and evangelisation. Our team is optimistic, professional, and results oriented.

The Administrative Assistant will be a crucial member of our small team and play an essential role in our UK organization.

#### **Key responsibilities:**

##### Administration

- Provide assistant support to the Executive Director, including:
  - coordinating and managing meetings and calendar
  - planning travel
- Perform data entry in systems such as Salesforce
- Provide tech, logistics, and administrative support for UK events
- Draft documents, spreadsheets, proposals, and presentations to support programmes, events, and fundraising

##### Communications

- Gather stories and content, design and write newsletters
- Collaborate with UK and Global teams on social media and communications strategy
- Create links with diocesan communications, press, and other partners to expand Divine Renovation's reach

##### Parish support

- Offer regular support to priests and parishes using Divine Renovation principles by:
  - Being a sounding board to empower parishes in overcoming obstacles
  - Connecting them to resources and people to help them on their journey to parish renewal
  - Encouraging parishes and celebrating their successes

#### **The ideal candidate:**

- Has a deep understanding of the Catholic Church and the mission of Divine Renovation Ministry



- Has strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Crafts elegant, creative written copy
- Has excellent verbal communication skills
- Has strong interpersonal skills and the ability to build relationships with stakeholders
- Is productive in a virtual-work context
- Has experience with a relationship management tool, project management software and Microsoft products

This role is permanent part-time (16 hours per week) and involves remote working with some in-person working in London. We offer a competitive salary and benefits package.

To apply, please send a CV and cover letter describing why this opportunity is right for you to [resumes@divinerenovation.org](mailto:resumes@divinerenovation.org).