

National Spiritual Assembly of the Bahá'ís of the United Kingdom

27 Rutland Gate, London SW7 1PD

Tel: +44-20-7584-2566 E-mail: nsa@bahai.org.uk

When replying please
refer to: SRCL-0038
6 February 2018
1 Mulk 174 B.E.

To all believers in the United Kingdom

Dearly loved Friends,

Owing to new developments in the work of the National Spiritual Assembly, we are looking to recruit an additional member to the Office of the Secretary, who will serve as its coordinator. We would like to invite applications to fill this vacancy. The position chiefly involves the following:

- ensuring the smooth functioning of the overall work of the Office of the Secretary
- coordinating the implementation of the decisions of the National Assembly
- managing a small team in handling a wide range of enquiries
- drafting official correspondence
- assisting in the preparation of reports for the National Assembly, including research

Requirements for the role include:

- good written communication skills, with a careful eye for detail
- a sound understanding of the structure and functioning of the Administrative Order
- knowledge of the application of the laws of the Faith
- a good grasp of the work of the Five Year Plan
- good organizational skills, including the ability to plan, organise and prioritise a wide range of tasks
- the ability to work and communicate well with others
- a sympathetic heart in dealing with sometimes difficult situations
- familiarity with Microsoft Word and Outlook

This is a full-time role, based at the National Office, and is offered initially as a three-year contract. The individual will be closely accompanied by other staff in the National Office as part of an induction period at the commencement of the term of service.

A salary is offered to enable successful applicants to carry out their service. As with all service to the Faith, there is also the opportunity to undertake it on a voluntary basis or part-voluntary basis.

Individuals who would like to apply for this position are asked to submit a copy of their curriculum vitae, together with a letter sharing their reasons for applying for this service, to the National Spiritual Assembly of the Bahá'ís of the UK, 27 Rutland Gate, London SW7 1PD or by email to nsa@bahai.org.uk. Applications should be submitted no later than 28 February 2018.

It is hoped that the individual selected for this role will be able to begin serving at the National Office as early as April, or as soon as possible thereafter.

Your prayerful consideration of this opportunity to serve is deeply appreciated.

With loving Bahá'í greetings,

A handwritten signature in black ink, consisting of a large, stylized loop at the top, followed by several horizontal strokes, and ending with a small hook at the bottom.

Patrick O'Mara,
Secretary