

## **Applications and CVs for Vacancy at FFWPU in London - General Affairs Staff**

Matthew Huish  
December 15, 2017

### **Recruiting new General Affairs staff at London Headquarters**

Our current Head of General Affairs, Tom O'Connell will be stepping down from the role early next year. He plans to return to Driver Instruction which is what he was doing prior to being invited to take up the role in General Affairs, following David Franklin's retirement just over three years ago

Tom's words: "I've really enjoyed my time in General Affairs and have had so many varied and amazing experiences. This role offers the opportunity to develop a wide variety of administration skills that will be valuable for the future and look great on a CV! On a day to day basis I found it very meaningful supporting and working closely with our National Director, Pastors and members and I've made many new friends. I would say that if you enjoy responsibility and being busy then this could be the job for you, and you will be able to go on training courses to improve relevant job skills".

Do have a look through the attached Job Description which gives an overview of the job and if you know someone who might be interested why not forward it to them also.

Tom is happy to answer any questions you might have and can be reached on 07503179121.

Applications and CVs should be forwarded to the HR Department at [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk) and the closing date for receiving applications is Monday 8th January 2018.

[Head of General Affairs – Job Description](#) <- [Click here for information about the role](#)



# Family Federation for World Peace and Unification

43 Lancaster Gate, London W2 3NA, UK,  
Tel :+44 20 7723 0721 Fax : +44 20 7724 2262  
Email : [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk) Website: [www.um-uk.org](http://www.um-uk.org)

<b>Job Title:</b>	Head of General Affairs	<b>Job Category:</b>	Management
<b>Location:</b>	43 Lancaster Gate	<b>Line Manager:</b>	National Director
<b>Salary:</b>	£1600 gross per month	<b>Position Type:</b>	Full-time

## Applications Accepted By:

Email to: [hq@ffwpu.org.uk](mailto:hq@ffwpu.org.uk)

Post to: FFWPU  
43 Lancaster Gate, London W2 3NA

## Job Description

### *General Job Function*

Be responsible to create a good working environment at HQ through supporting FFWPU activities and ensure the effectiveness of the administrative system towards general objectives.

### Main Responsibilities

- Implement, delegate, supervise and improve all daily activities in the General Affairs section of FFWPU.
- Carry out and complete tasks and responsibilities as assigned by the National Director, National Council, Trustees and Finance Committee.
- Support logistically True Family and other key leader's visits to the London.
- Prepare relevant reports and activity/project updates for the National Director, National Council, Trustees and Finance Committee as necessary.
- Delegate work and activities to Selina as Assistant General Affairs person.
- Respond to all enquiries by phone, email or in person in a professional manner.
- Support other FFWPU and CIG department activities as required.
- Ensure HQ public facilities are kept in good condition and ready for use.
- Hold regular meetings with the Lettings Manager and Maintenance Manager to discuss HQ issues such as improvements, anti-social behaviour, Health & Safety and so forth.
- Manage and oversee contractual policies and ensure correct filing of legal documents.
- Support key FFWPU management meetings such as the National Council, Council of Communities, Trustees and Finance Committee and others.
- Support and help plan FFWPU events such as the Annual Gathering Festival and others.
- Prepare the General Affairs annual budget and other budgets as required.

### *Job Requirements*

Fluent English speaker  
Can work under pressure and motivate him/herself  
Strong written and verbal communication skills  
Strong time management and prioritisation skills  
IT literate, strong Excel, Word knowledge  
Drivers licence

5<sup>th</sup> December 2017