

Job opportunity at City Gate Church Brighton

City Gate Church is currently looking for an enthusiastic and motivated person to join the team in the following part-time role:

Communications & Administration Officer

Based at City Gate Office, Brighthelm Community Centre, Brighton

This role supports work for City Gate Church, including the Elders and Management Board. Duties will include office administration, administrative support for the day to day running of the church, assistance to the finance officer and internal and external communication.

Salary £11,583 (FTE £19,305).

Hours 22.5 hours—flexible arrangements can be negotiated.

All expressions of interest in the post are welcome; please contact us if you would like an informal discussion first.

For further information please contact Gwyn Davies on 07944426450/
gwyn@citygatechurch.org.uk

The closing date for applications is Monday 28th March 2022

Job available from 11th April 2022