

CITY GATE CHURCH

Job Description - Communications & Administration Officer

Job Title	Communications & Administration Officer
Salary	FTE £19,305 per annum pro rata
Hours	22.5 hours - based in City Gate Church Office (some working from home considered), with some flexibility i.e. Sunday mornings and some evening meetings.
Annual Leave	5 Weeks paid leave pro rata
Area of Work	Based at Brighthelm, North Road, Brighton BN1 1YD
Accountability	To the Board of City Gate Church via a delegated line-manger.
Employer	City Gate Church UK Ltd
Purpose of Job	To provide administrative support for City Gate Church. The post is integral to the smooth running of the life of the church.

Key Areas:

- To administrate various aspects of work for City Gate Church UK Ltd (CGC UK Ltd) including finance assistance and other areas/projects as agreed with the Management Board.
- To administratively support the Elders and Leadership team by being responsible for a range of designated tasks and also taking initiative where necessary to support the smooth and efficient running of City Gate Church.
- To be the key point of communication for City Gate Church members. To provide liaison between the Church Office and other bodies including:
 - CGC UK Ltd
 - CGCP projects
 - Pioneer
 - The Hub
 - The Brighthelm Centre Manager and team
- To work as part of the City Gate Church staff team, being available to support others in their roles (when needed), and to attend team meetings.

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Main duties and responsibilities:

- Running the City Gate Church Office, being an integral part of the office team.
- Dealing with enquiries and being the first point of contact for the City Gate Church Office, consistent with the ethos and values of City Gate.
- General office administration including correspondence, dealing with telephone enquiries, e-mails, insurances, licenses, filing, photocopying, and post.
- To manage the church calendar and devise and oversee rotas
- Finance assistance – inputting income & expenditure on Xero, keeping online filing of finances in order, raising invoices for The DIP, banking, payments, Sunday collections and other routine tasks under the direction of the Finance Officer.
- Communications – publications / emails to members / maintaining & updating website (assist in branding / leaflets), updating Facebook private members & public page with events & notices. Create and deliver weekly email news update, in keeping with the vision and values of the church.
- Maintain records within databases for church members according to Data Protection policy / GDPR.
- To be responsible for the set-up and clear-up of City Gate Church main weekly meetings – usually Sunday mornings.
- To support the organization, administration and communication of events such as the church weekend away, prayer week, Christmas celebration and other ad hoc events.
- The Dip – administration for occasional and regular hirers including bookings, invoicing, monitoring of payments and deposits, risk assessments and liaising with the Dip Caretaker to arrange keys and health and safety visits.
- Being responsive to implement and communicate any government changes regarding COVID-19.
- To support the Elders in their functions.

Notes:

- The post holder will be expected to work within the ethos and vision of City Gate Church.
- In fulfilling their duties, the post holder may become aware of confidential information; this confidentiality must not be breached. Adherence to the confidentiality policy at all times.
- This job description is not exhaustive; the post holder may be required to carry out other duties in keeping with the post, as required by the Management Board.

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Person Specification

Essential skills, knowledge and experience:

- Presents with the gift of administration, and excellent organizational skills
- Demonstrable track record of administration to a high standard.
- Good communication skills, both written and verbal.
- Information Technology skills including Word and Excel.
- Good interpersonal skills.
- A self-starting, solution-oriented person who thrives in getting the job done to the highest standard.
- Ability to be flexible and prioritise own work loads.
- Proficient at multi-tasking

Desirable skills, knowledge and experience:

- Knowledge of general office systems and procedures.
- Good numerical skills.
- Experience of organising events.
- Information Technology skills including setting-up and maintaining servers and computers.
- Experience in maintaining websites / working knowledge of Word Press
- Working knowledge of desk top publishing.
- Working knowledge of Xero

Essential Behaviours:

- Committed Christian, whose life evidences their relationship with God, and who is emotionally and spiritually mature
- Committed to work as part of a team, serving the wider vision of City Gate.
- Positive, welcoming and friendly manner, treating everyone with respect.
- Awareness and ability to maintain confidentiality.
- Flexible to meet the needs of a church in a time of change, responding to needs as they arise.

Desirable Behaviours

- A member of City Gate Church, or wider network, who demonstrates commitment to the vision and core values of City Gate Church.