

CITY GATE CHURCH

Job Description - Administrator

Job Title	Administrator
Salary	£23,400, per annum pro rata
Hours	15 hours - with some flexibility i.e. some Sunday mornings and some evening meetings.
Annual Leave	25 days plus bank holidays pro rata (long service increments at 3 and 5 years).
Area of Work	Hybrid working with some work to be carried out at the City Gate Church Office
Accountability	To the Board of City Gate Church, via the Operations Manager
Employer	City Gate Church UK Ltd
Purpose of Job	To provide administrative support for City Gate Church

Main duties and responsibilities:

- Responsible for the administration of all aspects of City Gate Church, including support for Sunday meetings and other church events and providing general office administration.
- To administratively support the substantive 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.
- Dealing with enquiries and being the first point of contact for the City Gate Church Office as well as providing liaison between the Church Office and other bodies including Pioneer and The Hub.
- Providing finance assistance under the direction of the Finance Officer.
- Communications support – sending out newsletters and emails to members, maintaining church website, assisting in the formatting of leaflets or flyers, supporting City Gate Church’s social media as appropriate
- Maintain records within databases for church members according to Data Protection policy / GDPR.
- Provide administrative support for The Dip community centre – administration for occasional and regular hirers including invoicing, monitoring of payments and deposits, risk assessments etc.
- 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.

CITY GATE CHURCH

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.

CITY GATE CHURCH

Person Specification

Essential skills, knowledge and experience:

- Good administrative and organisational skills.
- Good communication skills both written and verbal.
- Good interpersonal skills.
- Good Information Technology skills including Word and Excel.
- Ability to work as part of a small team and on own initiative
- Ability to be flexible and prioritise own work loads.

Desirable skills, knowledge and experience:

- Knowledge of general office systems and procedures.
- Good numerical skills.
- Experience of organising events.
- Experience in maintaining websites
- Working knowledge of desk top publishing.
- Working knowledge of Xero or another accounting software.

Essential Behaviours:

- Supportive about the mission of City Gate Church Brighton to share the Christian faith, and of the vision, ethos and culture of City Gate Church.
- Willing to work as part of a team, responding to needs as they arise, serving the wider vision of City Gate.
- Positive, welcoming and friendly manner.
- Awareness and ability to maintain confidentiality.

Desirable:

- Active Christian faith,
- A member of City Gate Church who demonstrates commitment to the vision and core values of City Gate Church.