

# CITY GATE CHURCH

## **Job Description - Senior Administrator**

<b>Job Title</b>	Senior Administrator
<b>Salary</b>	£26,500, per annum pro rata
<b>Type of contract</b>	2 year contract with potential for extension (subject to funding)
<b>Hours</b>	15 hours - with some flexibility i.e. some evening meetings.
<b>Annual Leave</b>	25 days plus bank holidays pro rata (long service increments at 3 and 5 years).
<b>Area of Work</b>	Hybrid working with some work to be carried out at the City Gate Church Office
<b>Accountability</b>	To the Board of City Gate Church, via the Operations Manager
<b>Employer</b>	City Gate Church UK Ltd
<b>Purpose of Job</b>	Responsible for the administration of all aspects of 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 Elder 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 work with and support the Operations Manager and provide cover in their absence as relevant.
- Dealing with enquiries and being the first point of contact for the City Gate Church Office.
- Responsible for the communications of City Gate Church – including 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.

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- Responsible for administration of The Dip community centre – administration for occasional and regular hirers including invoicing, monitoring of payments and deposits, risk assessments, liaising with the care takers, etc.
- To work as part of the City Gate Church staff and volunteers team, being available to support others in their roles (when needed), and to attend team meetings.

## **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 role is envisaged as hybrid working and we are happy to discuss flexible working arrangements.
- 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:

- Excellent administrative and organisational skills.
- Excellent communication skills both written and verbal.
- Excellent interpersonal skills.
- Excellent Information Technology skills including Word and Excel.
- Excellent knowledge of general office systems and procedures.
- Ability to work as part of a small team and on own initiative
- Ability to be flexible and prioritise own work loads.
- Experience of working in a similar role in a church, charity or business environment.

### **Desirable** skills, knowledge and experience:

- Good numerical skills.
- Experience of organising events.
- Experience in maintaining websites
- Working knowledge of desk top publishing.
- Experience of using social media in similar professional role.

### **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.