

CITY GATE CHURCH

Job Description - Senior Administrator

Job Title	Senior Administrator
Salary	£26,500, per annum pro rata
Type of contract	1 year contract with potential for extension (subject to funding)
Hours	11.5 hours - with some flexibility i.e. 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	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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- 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 in English, 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.
- Working knowledge of desk top publishing (or willingness to learn).
- Experience of using social media in similar professional role.

Desirable skills, knowledge and experience:

- Good numerical skills.
- Experience of organising events.
- Experience in maintaining websites (or willingness to learn).

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.