

CCS Administrative Assistant

As a vine needs a trellis to bolster it and help it to flourish, our various ministries need gifted administrators to provide practical, operational and logistical support so that they can keep taking the name of Jesus forward energetically and faithfully. Could you be that person?

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| Employer | Christ Church Southampton CIO |
| Role(s) | Administrative Assistant (up to 2 Full-time appointments (FTE)) |
| Terms Operations | Full-time / Part-time (to be agreed), reporting to the Director of |
| Hours | Office hours (37.5 hours per week (FTE), Monday to Friday), with occasional events outside of office hours. (Time Off In Lieu will be awarded where applicable.) |

INTRODUCTION TO THE CHURCH

Christ Church Southampton is an evangelical church marked by a deep desire to bring honour to Christ through taking his gospel to the city of Southampton and beyond through evangelism and church planting, and equipping believers for increasing love for Christ, maturity in faith and competence in ministry.

- **History.** The church was established around 18 years ago. From small beginnings, we've developed into a busy and bustling community.
- **Affiliation.** We are affiliated with the FIEC, Reach South and the Pillar Network.
- **Demographic.** Every age group is represented among us, but, overall, we are a young community, with perhaps half our number aged under 30. A large proportion have lived in Southampton less than 10 years and the community includes many people of different nationalities.
- **Numbers.** On a typical Sunday in term-time we see around 420-440 people (including children) attending at least one of our main gatherings. There are around 35 small groups meeting each week.
- **Premises.** Since 2016, we have operated from church offices in Burgess Road Library. Most formal church activities (apart from Sunday morning gatherings) take place in the building.
- **Staff and leadership.** We currently have 19 members of staff (pastors, student workers, twenties workers, children's and youth workers, international worker, pastoral assistant, 11 ministry trainees and support staff). We are led by a group of 8 elders.



CHRIST CHURCH SOUTHAMPTON

- **Theological outlook.** We are a conservative evangelical church, with deep convictions about the authority of the Bible, the centrality of the cross and the sovereignty of God. We are baptistic in practice and congregational in governance. We're serious about prayer and fully reliant on the work of God's Spirit but are not a charismatic church. Our statement of faith and distinctives (available on request) offer further clarity on our beliefs.

THE ROLE(S)

The context of these appointments is a desire to honour the principle of Acts 6:1-7, that some of the leaders of the church community should be set apart for the ministry of the word and prayer. In this context, the overall purpose of these roles is to provide support for the implementation of the vision of the leadership and the administration of specific areas of the church's activities in such a way as to steward resources wisely and make us more effective in our aims of evangelism, discipleship, training and functioning as a healthy community. Specific role purposes are provided below. Exact responsibilities will vary according to the individuals we appoint and the changing requirements of the church. Initially we envisage the following:

General Support (ideally Full-time)

- Purpose
 - To provide general administrative support across the broad range of ministries at CCS
- Principal Responsibilities
 - Be a regular and predictable administrative support to staff and church family
 - Contribute to the management of the CCS website and social media
 - Maintain and use CCS's Church Management Software (ChurchSuite)
 - Assist with the processing of administration-related financial transactions
 - Manage volunteers and staff using digital rotas (within ChurchSuite)
 - Produce and distribute various communications, (e.g. relating to weekly news emails, midweek Connect groups, church family prayer meetings)
 - Contribute to the administration and management of routine and occasional events and meetings
 - Undertake any necessary training for the role, (e.g. Food Hygiene; Safeguarding; Prevention of Sexual Harassment in the Workplace)
- Other Responsibilities
 - Liaise with Ministry Trainees in their practical tasks in coordination with the Director of Training and Director of Operations
 - Contribute to the management of supplies and consumables

- Manage digital media, ensuring appropriate record-keeping (including the requirements of data protection law)
- Any other reasonable duties as requested by the Director of Operations

Finance Support (possibly stand-alone (part-time), or combined with elements of other roles listed to make up a full-time appointment)

- Purpose
 - To provide bookkeeping and finance management administrative support for all CCS activities.
- Principal Responsibilities
 - Bookkeeping and management of accounts processes.
 - Weekly payment runs.
 - Processing and management of giving.
 - Individual communications with church congregation with regards to giving, including 'thank-you' responses.
 - Administration of Gift Aid claims and production of gift income statements.
 - Weekly & monthly bank reconciliations.
 - Liaison with staff concerning expenses.
 - Representing the church on financial matters.
 - Be the key contact with church suppliers.
 - Other duties (dependent on time/experience (with training if required)).
 - Processing of monthly payroll.
 - Preparation of management accounts.
 - Assisting in preparation of an annual budget.
 - Assisting with year-end preparation and procedures, including the annual independent examination or financial audit.

Serving Support (possibly stand-alone (part-time), or combined with elements of other roles listed to make up a full-time appointment)

- Purpose
 - To provide administrative support for and to facilitate a culture of service across the whole church family.

- Principal Responsibilities
 - Liaison with ministry leads (staff and volunteer) in order to build the serving needs picture.
 - Coordination of church family serving aptitude and availability.
 - Maintenance of records related to all aspects of partner service.

In addition to the above, all staff are expected to operate as active members of the church, modelling discipleship and contributing to the life and witness of the church.

THE PERSON

We expect certain qualities from all staff members:

- A commitment to the authority and teachings of the Christian Bible (there is a Genuine Occupational Requirement (GOR) that the post-holder is a practising Christian. Schedule 9 of the Equality Act 2010 applies)
- A determination to live consistently as a Christian disciple, including honesty, integrity and general godliness
- A commitment to the beliefs and vision of Christ Church Southampton (in particular, complete agreement with the Statement of Faith and substantial agreement with the church's Doctrinal Distinctives)
- An ability to understand and encourage others, work as a team and communicate well
- Willingness to play a full and active role in the life of the church

In addition, for these particular roles, we are ideally looking for:

| | Essential | Desirable |
|---|-----------|-----------|
| Education | | |
| Three A-Levels (A-C) or equivalent experience | x | |
| Batchelor's degree | | x |
| Skills | | |
| Able to work efficiently with a high level of accuracy and consistency | x | |
| Familiarity with Microsoft Office/Google Workspace productivity software (eg Word, Excel, Outlook) | x | |
| Ability to learn new IT systems quickly | | x |
| Strong organisational skills including the ability to prioritise and finish tasks within an appropriate timeframe, and in response to deadlines | x | |

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| Ability to work independently with limited oversight and guidance. | x | |
| Ability to communicate well (both verbal and written). | x | |
| Numerate with an eye for detail | x | |
| Familiarity with church management software (ideally ChurchSuite) | | x |
| Experience (all roles) | | |
| Working in administration in a church context | | x |
| Operating within a team | | x |
| Working fluently in data management with digital platforms (MS OneDrive/Google Drive/SharePoint/Google Docs/Dropbox/Teams/Zoom) | | x |
| Experience (finance support role) | | |
| Accounts work, whether voluntary or professionally (eg. the treasurer of a charity) | | x |
| Payroll processing and associated returns to HMRC | | x |
| Knowledge (all roles) | | |
| Understanding of church culture | | x |
| Awareness of data protection legal requirements (including GDPR) | | x |
| Knowledge (finance support role) | | |
| Some understanding of finance and/or accounts | x | |
| Personal | | |
| A member of CCS | | x |

Please note that all applicants MUST already possess right to work in the UK.

THE TEAM

You'll be operating as part of a team of enthusiastic, united, largely young-ish group of brothers and sisters in Christ who work hard, support each other, pitch in happily where needed, and seek to spur each other on to energetic and faithful ministry. You'll need to work well in this context.

WORKING CONDITIONS

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| Hours: | 37.5 hours per week. |
| Salary: | Starting salary will be £25,249 - £28,031 (FTE) depending on experience. Workplace pension contributions are payable in addition. |
| Place of work: | Based at the church office. |
| Holidays: | 5 weeks plus bank holidays (33 days). The office is closed between Christmas and New Year and further holiday allowance is typically granted during this time as a non-contractual supplementary benefit. |
| Further info: | This post is subject to an enhanced DBS disclosure and satisfactory references. |

APPLICATION PROCESS

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| First steps | Potential applicants who are not familiar with the church are encouraged to peruse the church website, visit a Sunday gathering (online or ideally in person). |
| Application | Application will be via email (operations@christchurchsouthampton.org.uk). Please provide your CV under a covering letter that describes your suitability for the roles, and including information about your availability (full-time/part-time) and your ability to begin work on the start date (below). Please feel free to be in touch by email to find out more about the roles if that would be helpful. |
| Timescale | The deadline for applications is 17 April 2026. |
| Start Date | 1 June 2026 |

THE ROUGH GUIDE VERSION

All the above is the formal side of what we're after. It's important, and you should take it seriously: there's definitely lots involved in these roles.

But if you want a bit of 'heart', here's the real story. The CCS staff team is a busy, fun, supportive, happy bunch of people who love what they do AND love doing it together. We work hard, but we laugh a lot and we look out for each other. It can all get a bit hectic at times, but generally in a good way. Calm, sedate and orderly we are not!

Part of the dynamic is that we all just love the church: it's a positive, united, high-involvement, first-generation church community which continues to grow – both in numbers and maturity – and rejoices in the humbling privilege of being involved with new people being brought into the kingdom. And people really do love each other. It's beautiful. Being part of all this just feels hard to beat, this side of Jesus' return.

If that doesn't make your heart beat faster, please don't apply for these roles! But if it does, you might be exactly the person we're looking for – come and help us keep up with what God is doing!