JOB DESCRIPTION/ PERSONAL SPECIFICATION

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| Employer: | Christian Fellowship Church |
| Job title: | Senior Admin Support |
| Church purpose | Chistian Fellowship Church aims to be a Christ centred community, dedicated to impacting Belfast, Ireland and the nations with the love of God in the power of the Holy Spirit. |
| Reports to | Office Manager and Exec Pastor |
| Salary | £25,333pa |
| Hours per week | 37 |
| Annual Leave | 20 days per year |
| Tenure | Permanent subject to a 6-month probationary period |
| Closing date | Tuesday 7 October 2025 |

**About CFC**

At CFC, we exist to build God's Kingdom and see lives transformed by the love of Jesus. We're a vibrant, growing church family passionate about faith, community, and making a lasting impact in our city and beyond. Our team is made up of people who love Jesus, love people, and love serving with excellence.

**About the Role**

We’re on the lookout for someone who is:

* Organised, approachable, and proactive
* Loves Jesus wholeheartedly and lives a life that reflects His love
* Passionate about administration and seeing people and ministries thrive
* A natural problem-solver with a can-do attitude
* A team player who brings warmth, discretion, professionalism, and a servant heart

As our Senior Administrative Support, you'll be at the heart of our operations—assisting CFC’s teams, sites, ministries, and facilities so they can run smoothly and effectively. You'll also be one of the first faces people see when they come through our doors, so we're looking for someone who embodies warmth, welcome, and a love for people.

**What You’ll Be Doing**

Administration

* Providing key admin support to staff, ministries, and programmes
* Managing and updating internal systems (like ChurchSuite)
* Coordinating room bookings
* Acting as a friendly first point of contact for visitors and calls
* Supporting the Senior Pastor with diary planning and admin
* Managing the phone system and voicemail functionality

Buildings and Property

* Ensuring all fire safety checks and training are carried out and documented.
* Ensuring that all relevant staff and volunteers are trained, Fire Risk Assessments are carried out and reviewed regularly
* Overseeing all Health & Safety policies and legal compliance
* Coordinating staff/ volunteer training in food hygiene, working at heights, etc.
* Managing CFC rental properties and liaising with tenants and property agents
* Assisting with routine building and system checks (CCTV, lighting, fire alarms, etc.)

General Duties

* Supporting conferences and events (including some outside regular hours)
* Providing basic troubleshooting for IT issues across the team
* Jumping in to help with whatever needs doing – we’re a team that serves!

**What We’re Looking For**

Essential Skills & Experience

* Minimum of 5 GCSEs (or equivalent), including English
* At least 2 years’ experience in an administrative role within the last 4 years
* Strong IT skills—particularly Microsoft Office (Word, Excel, Outlook, PowerPoint)
* Excellent interpersonal and communication skills
* Highly organised, detail-oriented,
* Self-motivated and able to prioritise and manage their own workload.
* Confident managing multiple priorities with initiative

Personal

* A passionate follower of Jesus
* Fully aligned with CFC’s mission, vision, and values
* Willing to undergo an AccessNI check

Desirable (But Not Essential)

* Knowledge and understanding of Health & Safety legislation in Northern Ireland
* Good working knowledge of ChurchSuite
* A member or willing to become a member of CFC.

**Why Work With Us?**

Working at CFC is more than just a job—it’s a calling. You'll be part of a supportive, prayerful, and fun-loving team that believes in doing life and ministry together. We invest in our staff spiritually, professionally, and personally.

**What you'll get:**

* A role with real impact in people’s lives
* A collaborative and faith-filled team culture
* Training and development opportunities

**Ready to Apply?**

If this sounds like you, we’d love to hear from you!