



your experts in church properties

**CHURCH GROWTH TRUST
Administrative Support Assistant
(Accounts)
- Job Profile
January 2026**

Church Growth Trust (CGT) is an evangelical Christian property-owning charity, whose vision is to glorify God by securing for Gospel use independent church properties and together with churches making them fit for their God-given purpose. Its mission is to fulfil its vision by:

1. Holding and accepting independent church properties (as owner or trustee) and:
 - Blessing churches which occupy its buildings by granting concessionary rents;
 - Helping these churches to keep their properties in good condition, compliant with legislation and suitable for modern church use, including helping to fund building projects;
2. Providing professional property and architectural services and guidance in church practice and governance, including encouraging churches to make best use of their properties;
3. Supporting church planting and revitalisation of independent churches.

Purpose of the Administrator's role

The overall purpose of the role is to assist in the effective operation and work of the organisation.

A unique opportunity to join Church Growth Trust's team to provide ongoing administrative support for the accounts processing, general office operations, property management services and external communications.

This role will require a sympathy towards the work of Church Growth Trust in line with its vision and mission detailed above.

Role responsible to: Office Manager

Responsibilities and duties

The person will have a mix of the following responsibilities and duties, depending on their experience and capabilities:

1. Supporting the Office Manager with the inputting of invoices and other information on to the accounts system.
2. Provide ongoing administrative support to the general working of the office including assisting in communications via email, telephone and post;
3. Work alongside the Property team when required in the recording of property related information on the designated database;
4. Support the Communications Manager with external communications using mail-merge and other related software and systems;

5. Support the senior staff with administrative support, in particular typing dictation.

Person Specification/Qualifications

The vacancy is for a part-time Administrative Support Assistant.

Essential

1. Previous employment in administration role.
2. Previous use of Microsoft software – Office 365 applications.
3. Some experience with accounts software.
4. Confident and professional communication skills including email and telephone.
5. Proven experience of working on own initiative.

Desirable

1. Good general education.
2. Previous use of working with databases.
3. Experience in use of mail-merge and audio typing.
4. Displays a positive approach and demonstrates high professional standards when carrying out the work.
5. Understanding of the church and charity sector.

Terms of employment

1. Part time (21 hours per week) employment, based in CGT's office at Seaton, with three months' probation.
2. Salary £24,533 (FTE).
3. Holiday of 25 days per year with additional bank holidays (FTE).
4. Pension based on 10% of salary paid by CGT.
5. Life assurance based on three times salary (after probation).