

Job Advert

Events and Communications Administrator

Are you looking for a rewarding job where you can make a real difference in supporting the work of gospel churches across the South-east and East Anglia? The Grace Baptist Association (formerly the Association of Grace Baptist Churches (South East)) is looking for an Events and Communications Administrator. The Association is both a network of around 100 independent Grace Baptist churches and a charity that supports these churches in their gospel ministry. The charity employs a small staff team to provide practical and financial advice, run events, manage grants and loans funded through trust funds and serve as a custodian trustee for various church properties. Our Events are a key and growing part of our ministry offering training, fellowship and support to our churches.

Job Description

As part of a small team the Administrator has the opportunity to support the work of the Association and linked charities to help a growing network of Grace Baptist churches in Southern England. The Administrator has a particular focus on Association events and communications.

Background

The role needs someone who is well organised, self-motivated, flexible and able to work in a team with clear written and verbal communication skills and a good attention to quality and detail. The ideal candidate will have good organisational, numeracy and IT skills including Word, Excel and a willingness to learn basic graphics and publication design software. The role could involve the handling of confidential issues.

It is essential that the appointee is a reformed evangelical Christian. It is desirable that they understand Baptist theology and it would be an advantage to be a member of one of our Association churches.

The role covers 7 essential key areas and 3 desirable areas.

ESSENTIAL SKILLS NEEDED

- Well organised, self-motivated, flexible and able to work in a team.
- Clear written and verbal communication skills.
- Good attention to quality and detail.
- Willingness to learn.

- Sensitive to confidential issues.
- Good Microsoft Office IT skills including Word & Excel.
- good numeracy skills.

DESIRABLE SKILLS

- Experience with basic design software such as Canva.
- Experience working with publishing software such as Microsoft Publisher, Adobe InDesign or similar.
- Experience of generating and posting Social Media content for an organisation.

Location: Based at the Association offices at 62 Bride Street, London, N7 8AZ. There is a need to travel to some Association events and churches. There is also a willingness to consider and facilitate some home working.

Hours: Working hours are 8 hours per day, including a 1 hour lunch break with core hours being 10am to 3pm Monday to Friday. Part-time working may be considered, in which case, actual days/hours worked will be agreed based on an approved working pattern. Occasional overtime will be required sometimes during the evenings and weekends especially, but not exclusively for attendance at Association events. Time off in lieu is given as compensation for attending such events where they fall outside of normal working hours.

Annual Leave: 33 days per annum (pro rata) including Bank Holidays.

Salary: £28,860 - £36,300 per annum based on full time. A loan is available for annual season tickets and a cycle to work scheme is also available. A salary sacrifice scheme is available.

Expenses: You will be reimbursed for reasonable travel and expenses which you may incur in the discharge of your duties.

Pension: 7.5% Employers Pension contribution.

Please contact davestewart@gracebaptists.org for a full information pack.

The closing date for applications is 8th December 2025.

Interviews will be held on 15th December 2025.