



Job opportunity at The Christian Institute

The Christian Institute is a registered charity, committed to promoting biblical Christianity in the public arena. We are seeking suitable candidates to join our team.

COMMUNICATIONS OFFICER (FULL-TIME)

The successful candidate will have excellent written skills and be able to communicate the work of the Institute to the general public in a clear, concise and informative manner. The post involves giving a Christian perspective on the news for multiple formats quickly and accurately. Awareness of current affairs is essential.

ADMINISTRATIVE ASSISTANT (FULL/PART-TIME)

Candidates will be organised, computer-literate and able to communicate effectively. Experience in data entry will be an advantage. The successful candidate will need to be able to apply their Christian faith to questions raised by members of the public over the phone and in writing, and be able to multitask in a busy office environment.

FINANCE ADMINISTRATOR (FULL/PART-TIME)

We are seeking candidates who can apply their biblical faith to operating the Institute's financial systems with integrity. The successful candidate will be organised and computer literate. An understanding of bookkeeping and financial systems is desirable. The post also involves communicating with supporters and the public in writing and by phone.

Candidates for the posts will be Christians who are highly motivated to apply biblical principles to the family, the world of work and public policy. The roles demand considerable commitment.

Each post will be based at the Institute's headquarters in Newcastle upon Tyne.

Please contact The Christian Institute for more details. The closing date for applications is **12 noon on Wednesday 3 April 2024.**

Interviews will take place between **7 and 10 May 2024.**

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