



CFI CHARITABLE TRUST

Information Technician

Job Description

The Trustees of CFI Charitable Trust are seeking to recruit an Information Technician, qualified to degree level and/or with equivalent experience, to join the staff team ideally on or by 1st October 2026.

The Role

It is envisaged that they will work, guided by the Chief Executive and our Lead Administrator, alongside existing staff. The job description provides both core and other tasks which may adjust, in discussion at our discretion, depending on aptitude, interests and change in our requirements.

Salary package: Staff Scale [tbc] subject to skills and experience. Fulltime appointment envisaged. 5% employee+3% charity contributory pension scheme. Annual leave, 25 days plus bank vacation days.

Location: The post is based in the Eastbourne office.

Reporting Responsibilities:

Reportable and accountable to the Chief Executive. Working with the Charity's offsite Information Technology consultants to ensure good inhouse support to the technical aspects of the charity's administrative and communication functions and provide analytical data as regular intervals.

Core tasks: (likely to include)

1. Support effective computer system integration ~~across a range of platforms and software packages~~
2. Participate in research, procuring and installing best-fit website (incl. online shop) and database
3. Minimise duplication between website, resource inventory, CRM and accounting (QuickBooks)
4. Ensure compliance with GDPR and other regulatory functions, including financial.
5. Implement best practice, maintenance of and improvements in Cyber security
6. Digital media analytics: website / new media outlets e.g. Facebook, X, YouTube, Instagram
7. Administer digital media accounts in accordance with media policy
8. Website uploading and monitoring, including digitised resources
9. Investigate and set up of conference booking platform
10. Installing QR codes as applicable
11. Compliance with government regulatory requirements - Charity Commission, Companies House
12. Various functions including providing occasional cover for staff taking leave

Other Tasks: (may include)

1. Attending to CFI UK resources stall at Christian festivals, alongside other staff members
2. Attendance and assisting at CFI UK conferences
3. Live media & video recording
4. Potential to oversee / implementing the charity's Health and Safety policy
5. Facilities management of office security & fire alarm systems
6. Digitising audio visual and reading resources

Desirable Skills and qualities we are looking for:

- Computer Science or similar to degree level or equivalent operational experience
- IT skills and proficiency in use of database, website, mailing software, data reporting /presentation
- Operational experience / understanding of SQL ~~and /or computer programming language~~
- Uploading to and understanding website design and mechanisms, including website transactions
- Aptitude for technological advances
- Teachable and open to continuous development
- Ability to understand and implement Health and Safety and other policies.

General Requirements

- A personal ongoing relationship with the Lord Jesus Christ shown in Bible-reading and prayer
- Agreement with the mission of CFI UK and accord with its foundational principles and aims
- Additional understanding of Israel can be developed in post
- A member in good standing of a local church or Christian fellowship, with a servant heart who can work with various Christian denominations at different levels and relate to the Jewish community
- Willingness to work well as part of a team, versatility in undertaking a variety of tasks and able to take responsibility for them

Enquiries in confidence to: Mr Jacob Vince, Chief Executive, CFI Charitable Trust, PO Box 2687, Eastbourne BN22 7LZ Telephone 01323 437483 Email jacob@cfi.org.uk

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