****SOLIHULL PARISH

OFFICE ADMINISTRATOR (part-time)

JOB SPECIFICATION

The Parochial Church Council of the Ecclesiastical Parish of Solihull is looking to appoint someone to join our Parish Office team of administrative staff. This is an extremely busy working environment; applicants need to be hard-working and reliable and also sensitive to the needs of our clients.

**The Role of Office Administrator** will essentially, but not exclusively, require you to:

* Assist the Senior Administrator
* Follow detailed processes for life events
* Keep accurate records of safeguarding, fees and registers
* Prepare documents including orders of service using the Microsoft office package.
* Deal with emails over several inboxes using Outlook.
* Liaise with and answer queries from church personnel, parishioners, members of the public and external companies, both in person and by telephone or email.
* Write, edit and upload articles for the Parish social media sites.
* Handle money.
* Update the Churchbuilder information system.
* Take minutes of meetings.
* Undertake other administrative tasks as required.

In-house training will be given.

**Place of work**: the Parish Office, Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ.

**Hours**: 20 hours per week; 4 or 5 days per week, to be agreed. Core hours 9am – 1pm.

**Pay:** £11.55 per hour.

The appointment will be subject to two positive references. Applicants should already be eligible for employment in the UK. The successful applicant will be required to undertake Safeguarding Training (available online).

There will be an initial probationary period of three months.

This is a fixed-term contract for 12 months in the first instance.

**More information**

<http://www.solihullparish.org.uk/>

<https://www.facebook.com/solihullparish/>

Informal conversations or enquiries may be made to the Senior Office Administrator, Sarah Markham on 0121 705 5350, or s.markham@solihullparish.org.uk .

**Application and Selection Procedure**

To apply, please complete all sections of the Application Form available from the Parish website, together with a brief Letter of Application stating why you are interested in the post. It is acceptable to include you CV along-side the Application Form.

Applications should be sent to Sarah Markham s.markham@solihullparish.org.uk or c/o The Parish Office, Oliver Bird Hall, Church Hill Road, Solihull B91 3RQ.
Applications close at 12 noon on 16/8/24.

Shortlisted candidates will be invited for interview and testing in September

Copies of our Safeguarding Policies may be found here:

<https://www.solihullparish.org.uk/safeguarding/>