BACKGROUND

Birmingham is the UK’s second city with the youngest urban population in Europe and one of the most lively and diverse regions. The Church of England Birmingham covers an area of nearly 300 square miles and includes parishes in the West Midlands including Birmingham and parts of Solihull, Sandwell, Warwickshire and Worcestershire.

Right at the heart of what we do there are over 187 Church of England places of worship with an average weekly attendance of 17,000 from a population of 1.5 million. These churches represent a wide scope of Church tradition and breadth of ethnicity.

It is a time of new opportunities and potential in the Church of England Birmingham as we seek to shape ministry for a changing church and world as part of our “Transforming Church - Shaping the Future” vision.

THE ROLE

Due to the expanding work of the Ministry Team and the new Mission Learning and Development Team, we need to increase our administrative capacity. The Support Officer for the Director of Ministry and the Director of Mission Learning and Development will provide a range of administrative duties to support the two Directors and their teams.
KEY RESPONSIBILITIES

The Support Officer for the Director of Ministry and the Director of Mission Learning and Development will:

- Provide administrative support including:
  - Diary management
  - Booking meetings
  - Providing hospitality and housekeeping for meetings
  - Making travel arrangements where required

- Organise events (in conjunction with Training & Development Support Team as appropriate)

- Produce materials as required for meetings and training events

- Handle e-mail and phone queries on behalf of the Directors

- Work with the Support Officers in other teams in our 1 Colmore Row Offices to maintain a welcoming and efficient office environment for staff and visitors

- Any other reasonable duties as requested

PERSON SPECIFICATION

We are looking for someone with:

- Administrative experience
- Ability to prioritise
- Excellent accuracy/attention to details
- Good knowledge of Microsoft Word, Excel, PowerPoint, Mailchimp and Outlook
- Planning & organising skills and the ability to handle the requirements of different people simultaneously
- Good interpersonal skills and ability to deal with a wide range of people
- A flexible approach; willing to learn and develop
- The ability to work on their own or as part of a team
- An understanding of, and an appreciation for, the Christian ethos and values
- Flexibility to work evenings and weekends when required (Time Off In Lieu will be given)
TERMS AND CONDITIONS
Support Officer for the Director of Ministry and the Director of Mission Learning and Development

Hours: Part-time 17.5 hours (2.5 days) per week for a fixed term of 5 years depending on funding

Salary: £11,333 per annum

Pension: Membership of the Church Worker’s Pension Scheme with 12% employer contribution

Holidays: 12.5 days holiday per year plus 4 Bank Holidays plus 3 Diocesan Discretionary Days

Employer: BDBF (Birmingham Diocesan Board of Finance)

Responsible To: Director of Ministry and the Director of Mission Learning and Development

APPLICATIONS
To download an application form please go to: http://www.cofebirmingham.com/vacancies/

Deadline for Applications: Friday 22nd September 2017

Interviews: Tuesday 21st November 2017
(To be held in our offices at 1 Colmore Row, Birmingham B3 2BJ)

Please send completed applications to: jobs@cofebirmingham.com