

Further Job Information – Temporary Office Assistant

More about the Parish

The Parish of Solihull is a Team Ministry, comprising three district churches: St Alphege, St Helen and St Michael. It is the largest church, by attendance, in the diocese of Birmingham.

As you would expect in such a large church there are many activities, services and types of ministry run by an enthusiastic team of clergy and lay ministers along with church staff and volunteers. The small team working in the Parish Office is there to support the smooth running of the Parish across its diverse activities; you would be a key member of this. You would also be a member of the Large Staff Team.

The role is based at the Oliver Bird Hall, which is the church hall adjacent to the Parish Church of St Alphege in central Solihull although the work covers the activities of the whole of the Parish.

More about the role

You will be joining a team which is currently three strong but with one leaving mid-Summer. We are anticipating a busy Summer and need to recruit a temporary office person for up to 6 months. Below are the typical tasks you would be involved with although it is important to remember that a flexible approach to work is important as the role and demands on the Parish Office are varied and will change over time.

The sort of tasks you will find yourself doing are:

- Deal with the many enquiries coming in to the Parish Office via email, online, by phone and personal callers - parishioners, clergy and staff.
- Manage and process bookings for funerals, marriages and baptisms through contact with families, clergy and the verger; dealing with grave stone applications
- Ensure the register of baptisms, marriages, confirmations and first communion are kept up to date
- Book meetings and rooms
- Manage the church diary; arranging clergy cover for services when necessary
- Post and create items to our social media accounts including our website* & ChurchBuilder
- Organise and send out newsletters
- Prepare the weekly pew slip
- Order office supplies
- Process DBS checks
- Arrange music licences

Essential requirements

You will need to be able to demonstrate that you have this experience and these skill sets:

- Strong administrative capabilities gained in previous roles together with excellent typing and keyboard skills
- Attention to detail and accuracy of working combined with the ability to multi-task
- Strong interpersonal skills as the job requires team working, discretion and sensitivity; the Parish Office is the 'Shop window' for the Church because often the Parish Office is the public's first contact with the church
- Good time management
- Excellent knowledge of MS Office – Word, Excel and PowerPoint and willingness to learn other software such as Page Plus, ChurchBuilder, Photoshop
- The ability to use, and have a working knowledge of, social media such as Twitter, Instagram and Facebook. This can be gained from personal usage as opposed to being a part of your current or former job. *
- The willingness to be trained, to update and modify our recently launched website *
- As a church-based role a sympathy towards Christian values and principles is essential. Ideal, but not essential, is some familiarity with church life.

*This is a new area of focus for us so it is essential that you have an enthusiasm and working knowledge of how to optimise these methods of communication.

More information on the package offered

This is a 19 hour per week role, 4/5 hours per day for four days with a 30-minute lunch break. The actual days worked to be agreed with the candidate. Start and finish times can be flexed to some extent by agreement but it is subject to working the core hours of 9am – 1.00pm. The holiday entitlement will be 25 days annual paid holiday in addition to bank holidays – pro-rata.

A competitive salary is offered. Please indicate what your salary expectation is as part of your application.

The role is temporary up to six months.

Interested in applying?

Please complete the attached application form. If you have a detailed CV then that can be sent in place of Part 1 but you do need to complete Part 2. Please return the form/CV as soon as possible but no later than Wednesday 15 May 2019 by emailing them to office@solihullparish.org.uk or sending it by post to Parish Office, Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ