



## SOLIHULL PARISH

### OFFICE ADMINISTRATOR

### 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:

- Prepare documents and spreadsheets using the Microsoft office package.
- Deal with emails using Outlook.
- Liaise with and answer queries from members of the public and companies, both in person and by telephone.
- Write, edit and upload articles for the Parish social media sites.
- Apply for employees' and volunteers' DBS checks.
- 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:** 15 hours per week; 5 hours per day on any three days from Tuesday to Friday, to be agreed. Core hours 9am – 1pm.

**Pay:** £10.00 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 Parish Warden, Pam Price on 07913 260868, or [colandpam@ic24.net](mailto:colandpam@ic24.net).



## SOLIHULL PARISH

### OFFICE ADMINISTRATOR – PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs or equivalent in English and Mathematics to Grade C / Grade 4 or above</li> </ul>	<ul style="list-style-type: none"> <li>ICT qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with MS Word / Powerpoint / Excel.</li> <li>Using Outlook email.</li> </ul>	<ul style="list-style-type: none"> <li>Writing / editing / uploading on social media.</li> <li>VOIP telephone system</li> <li>Money handling.</li> <li>Zoom / MS Teams.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>Well-developed administrative, organisational, interpersonal and presentational skills.</li> <li>Ability to collaborate and work empathetically with other parish employees and volunteers e.g. Clergy, Wardens, Treasurers.</li> <li>Good time management.</li> <li>Ability to meet deadlines and to multi-task.</li> <li>Good communication and listening skills.</li> <li>Confident telephone manner.</li> <li>Ability to give attention to detail.</li> <li>Ability to see the bigger picture and to anticipate tasks that need doing.</li> </ul>	<ul style="list-style-type: none"> <li>Minute taking</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Approachable and caring personality.</li> <li>Strength of character and sense of humour.</li> <li>Diplomacy and integrity.</li> <li>Infectious enthusiasm.</li> <li>Reliability and Trustworthiness</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the Christian church would be helpful and a sympathy towards the Christian values and principles of the employer.</li> </ul>



Internal use only

Ref. No. \_\_\_\_\_ Date Received \_\_\_\_\_

# The Parish of St Alphege, Solihull

## Employment Application Form Confidential

*The Parochial Church Council (PCC) is committed to safeguarding and promoting the welfare of children, young people and adults, and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. CVs are not accepted.

Vacancy Job Title	Office Administrator
Parishwide or Church	Parish Office

### Part 1

#### 1 INFORMATION FOR SHORTLISTING AND INTERVIEWING

Forename \_\_\_\_\_ Surname or Family name \_\_\_\_\_

#### 2 LETTER OF APPLICATION Please enclose a letter of application. *Please refer to the Information for Candidates which includes instructions for the letter of application.*

#### 3. PRESENT / LAST APPOINTMENT:

Name, address and telephone number of employer	
Job title	
Brief Description of Role	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. **FULL CHRONOLOGICAL EMPLOYMENT HISTORY.** Please provide a full history in chronological order since leaving full time education, including periods of any part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Employer name and address or description of activity	Dates				Reason for leaving	
		From		To			
		Mth	Yr	Mth	Yr		
1							
2							
3							
4							
5							
6							
7							
8							

Please briefly provide an explanation(s) for any gaps in your employment history

Gaps in Employment History	
Dates (From and To)	Reason for gap

Please enclose a continuation sheet if necessary

**5. SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained with Date(s) and grades

**6. HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained

**7. OTHER RELEVANT TRAINING COURSES ATTENDED OR QUALIFICATIONS GAINED**  
Please continue on a separate sheet if necessary

Course Title	Organising Body	Date(s)	Length of Course

**8. OTHER RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE** (please complete this section in conjunction with the person specification and job description and do not duplicate information that you have already included in your letter of application).

## 9. REFEREES

Give here details of two people to whom reference may be made. We would expect the first referee to be your present or most recent employer. Referees will be asked about disciplinary offences, which may include any in which the penalty is "time expired" and whether you have been the subject of any safeguarding concerns, and if so, the outcome of any enquiry or disciplinary procedure. Friends and relatives are NOT acceptable referees.

The PCC reserves the right to approach any previous employer or manager.

In accordance with Safeguarding requirements, we will seek references on all shortlisted candidates before interview to enable us to raise any referee concerns at interview'.

### First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

### Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	



This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

# 11 PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth (optional)	
11. Email address	
12. National Insurance Number	
13. Have you ever been subject to a child protection investigation by your employer or any other organisation?	<p>Yes                  No</p> <p>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called for interview.</p>
14. Are you subject to any legal restrictions in respect of your employment in the UK?	<p>Yes                  No</p> <p>If YES please provide details separately</p>
15. Do you require a work permit?	<p>Yes                  No</p> <p>If YES please provide details separately</p>
16. Do you have a current full driving licence?	<p>Yes                  No</p>
<p>17. Rehabilitation of Offenders</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended 2013). Please note, failure to disclose information could result in disciplinary action or dismissal by the PCC of Solihull Parish.</p>	<p>Have you, at any time, received, or do you have pending, a caution, reprimand, final warning or conviction (not including those subject to the amendments in the Exemptions Order 1975 (2013)?</p> <p>Yes                  No</p> <p>If YES record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.</p>
18. Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	<p>Yes                  No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>



## 12 PROTECTION OF CHILDREN

The PCC is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the PCC and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the PCC. During the course of your employment with the PCC, should you be arrested by the police you are obliged to notify the Rector of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?  
Please tick the relevant box

Yes ☐

No ☐

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

## 13

You are required to declare below any relationship with or to an employee of the PCC.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

## 14 REASONABLE ADJUSTMENTS FOR DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process.

## 15 DATA PROTECTION

The personal information collected on this form will be processed to manage your application in accordance with Data Protection regulations. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. Information will not ordinarily be disclosed to anyone outside the PCC without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

17 DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed form by email, post or by hand by the closing date to Pam Price, Parish Warden, [colandpam@ic24.net](mailto:colandpam@ic24.net) or c/o The Parish Office, Oliver Bird Hall, Church Hill Road, Solihull B91 3RQ

For monitoring purposes only please indicate where you saw this vacancy advertised

\_\_\_\_\_

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

#### Ethnic Group

	Workforce Census Code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOIH	Irish Traveller	
	OOIH	Gypsy	
Mixed	WOTH	Other White background	
	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
Asian or Asian British	MOTH	Other Mixed background	
	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
Black or Black British	CHNE	Chinese	
	AOTH	Other Asian background	
	BCRB	Caribbean	
	BAFR	African	
Other ethnic group	BOTH	Other Black background	
	OOIH	Arab	
		Write in:	
Prefer not to say	REFU		

#### Religion

	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion write in	
Prefer not to say	

#### Disability

Do you consider that you have a disability? Please tick

Yes Please complete the grid below	
No	
Prefer not to say	
My disability is: Please tick	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

#### Sexual Orientation

	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

#### Gender

	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

#### Personal relationship

Please tick