

BIRMINGHAM CATHEDRAL

The Cathedral Church of Saint Philip

JOB DESCRIPTION

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| JOB TITLE: | Administration Officer |
| RESPONSIBLE TO: | PA to the Dean (Head of Administrative Services) |
| KEY INTERNAL RELATIONSHIPS: | Head of Comms & Events, Chief Executive, Clergy |
| JOB PURPOSE: | To provide administrative support to the Senior Cathedral team. This is a key role in ensuring the smooth day to day function of the Cathedral and involves working closely with all members of the Cathedral team. |
| SALARY: | £18,500 per annum (PRO RATA) |
| PENSION: | Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions. |
| HOURS: | 30 hours per week (10:00 – 16:00 Monday to Friday) |
| HOLIDAYS: | 28 days (PRO RATA) plus bank holidays |

Main responsibilities

The Administration Officer has a wide range of duties. These include, but are not limited to:

- A point of contact for external enquiries to Cathedral Office team, and for the Cathedral congregation, including oversight of the main 'enquiries' email address, dealing with phone enquiries, signposting.
- Ensure Cathedral literature (leaflets, posters, fliers etc) are up to date, well stocked and signage is relevant.
- Maintenance of the Cathedral's database and records.
- Responsibility for ordering stock, dealing with incoming and outgoing post and supporting staff with printing, copying and filing.
- Actively engage with and support the general organisation and administrative operation of the Cathedral Office Team, including preparation of meeting rooms.

- Support the Head of Comms & Events in delivering internal communications; service booklets, weekly Cathedral notices, Cathedral Bulletins and external Communications including updating of web site and social media.
- Providing general administrative support for Cathedral events; booking forms, diary handling, sourcing relevant forms.
- Administrative support for Chief Executive, and other senior staff as required. Ability to handle confidential and sensitive information.
- Deputising for colleagues during absence.
- Work with the wider Cathedral team (staff, volunteers and congregation) to ensure the fulfilment of Chapter's strategy and vision
- Any other reasonable duties and responsibilities as may be required by Chapter.

Person Spec:

- IT competent and confident; using MS Office, and happy to learn and use the Cathedral database
- An organised and meticulous approach with real attention to detail
- A capable and polite communicator, who can easily establish good working relationships both internally and externally.
- You will be someone who prides yourself on your organisation and ability to finish tasks.
- Ability to work in a timely and efficient fashion to agreed deadlines
- Empathy with the ethos of the Church of England

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as those from minority ethnic groups are currently under-represented in our staff team, we would particularly welcome applications from those groups.

Deadline for Applications: **Friday 21st December 2018**

Interviews will be held at our offices at ONE Colmore Row on **Date in January TBC**

Please send your completed application form to: recruitment@birminghamcathedral.com