



The Queen's Foundation
for Ecumenical Theological Education
Birmingham

Administrator for the Centre for Ministerial Formation

Hours	22.5 hours (FTE: 0.6) While office hours are between 9am-5pm, flexibility for some evening and weekend working may be required
Salary	£18,000 - £21,00 pro rata, depending on experience and qualifications
Benefits	A stakeholder pension with a generous employer contribution Free meals in the dining room when the kitchens are open
Holidays	25 days plus 8 statutory holidays pro rata, plus closed days between Christmas and New Year
Closing date	12 noon, Tuesday 29 th June
Interviews	Week commencing Monday 12 th July Queen's has worked hard to ensure a Covid-secure environment and interviews are due to take place on campus

We are seeking a highly motivated and flexible person to provide administrative support to the work of the Centre for Ministerial Formation, focusing on work with Methodist students.

The ideal candidate will be educated to a good standard and have strong administrative experience, ideally in a higher education setting. The ability to work quickly and to prioritise between tasks, responding to developing needs, is essential in this busy role. The postholder will need to be well-organised and proactive, with excellent written and verbal communication skills, and trustworthy with confidential material.

Good IT skills for Office 365 are a necessity and the experience in using a database would be a strong asset.

There is no Genuine Occupational Requirement for Professional Services staff to be practicing Christians and our staff come from a variety of faith and non-faith backgrounds.

We particularly welcome applications for this post from black and minority ethnic candidates as they are under-represented within our organisation at this level. All appointments are made on merit.

For more details, visit our [website](#)