

The Parish of Lickey with Blackwell

Vacancy for Parish Administrator

This busy parish, which covers the Lickey Hills and surrounding areas, wishes to recruit a new Parish Administrator to follow the retirement of the current holder of the role. The Parish has two churches – Holy Trinity at Lickey and St Catherine’s at Blackwell. The Vicar is the Revd Sheri Gidney.

The Parish will be flexible about how the role is performed, to reflect the evolving needs of the Parish and the skills of the person appointed. A regular presence (currently two mornings per week) at the Parish office near the church will be important, but flexible working will be encouraged too. We envisage a time commitment of around 18 hours per week, paid at the rate of £11.00 per hour and with 14 days of paid holiday per year, together with a pension arrangement which is compliant with current statutory requirements.

The role will be varied and will include dealing with Parish records, families who are arranging funerals, baptisms and marriages, some basic accounting work and managing bookings, access and administration for our church hall (the Trinity Centre) and function room at Blackwell (the Wheel). We would also like our Parish Administrator to act as Secretary to our Parochial Church Council, involving one evening of work per month and to help run our wedding drop-in sessions, which take place monthly on a Saturday.

We are looking for someone who has good IT and administrative skills and experience and who is proficient and happy in dealing with the public. There is a genuine occupational requirement that the person appointed should be a practising Christian. We welcome applications from all suitably qualified persons, particularly from those who are currently under-represented such as Black, Asian and Minority Ethnic groups.

For an application pack, and/or an initial informal conversation, please e mail Andrew Hodge (a Churchwarden) on Andrew@woodburyhodge.com. The closing date for completed application forms will be 28th November 2021.