



Campus Administrator

Location: Birmingham

Hours: Part-time (15 hours per week)

Salary: £18,000 pro rata (pay award pending)

Formission College develops and trains leaders through its innovative and practical university accredited BA and MA programmes.

You can find out more about us on our website: www.formission.org.uk

We operate a dispersed campus model where our programmes and events are delivered locally. We have 7 campuses throughout the UK delivering degree training to approximately 200 full time and part time students.

The Birmingham campus is based at ForMission's Head Office, in Bournville.

You will need to have at least 1 year's administration experience, be able to work under your own initiative and demonstrate excellent organisation and communication skills. Our campus teams are small but enthusiastic and motivated so a can-do and flexible attitude is a must. As well as being responsible for Birmingham Campus administration, you will provide Head Office admin support as necessary.

In return we offer a generous pension scheme, rewards package and training opportunities. Above all you will enjoy being part of a dynamic organisation with staff who respect each other and who are committed to delivering a quality service to our students.

As we are a Christian Mission agency you should be in sympathy with the objectives and values of the organisation.

To apply please send a covering letter and CV to Davinder Webster at hr@formission.org.uk

Deadline for applications is: **Monday 11th June 2018**