



Admissions Officer

Location: Head Office, Rowheath Pavilion, Heath Road, Birmingham

Hours: Part-time (22.5 hours per week)

Salary: £22,000 pro rata

ForMission College delivers BA and MA programmes at several locations.

We are looking for an Admissions Officer, preferably with at least one year's experience in a similar role. You must have relevant qualifications and ideally be educated to degree level. You will be able to demonstrate that you have outstanding communication skills and that you are well-organised. This is a busy post in a small but committed team, so a flexible, can-do attitude is essential.

As we are a Christian Mission agency, you should be in sympathy with our objectives and values. You can find out more about ForMission on our website: www.formission.org.uk

If you would like more information about this post, please ring Davinder Webster on 0121 458 5240

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

Closing date: **Monday 15th April 2019**

Interviews will take place during the week commencing 22nd April