Person Specification – Church Administrator

Attributes	Essential	Desirable	Method of Assessment
Qualifications	A good standard of education, including Maths and English at GCSE level (C/Grade 5 or above) or other equivalent literacy and numeracy qualifications	Formal qualifications up to at least Level 3 (A Level or BTEC L3 equivalent) in relevant subjects (Business, admin, Secretarial, IT)	Q
Essential Personal Qualities	A positive approach to the Christian faith and the Church, its mission, vision and values.		A, I
	A pleasant, flexible and approachable manner		I
	A sensitive listener with the ability to relate appropriately and deal sensitively with a wide range of people		I
	Strong team working and organisational skills		E
	Adaptability: the ability to work flexibly and to cope with interruptions and with the unexpected		I, E
	Understanding of the need to maintain confidences and appropriate boundaries		I
	Proactive - a self-starter	Ability to enjoy learning and make the most of new experiences	A, I
Experience	Experience of working in an administrative support/office management/PA/Management support role	Experience as a team or project leader	A, I
	Experience in administrative systems	Experience of volunteering/ working with volunteers	A, I
	Experience of interacting with customers and clients	Experience in a customer/ client facing role	A, I

Attributes	Essential	Desirable	Method of Assessment
Knowledge and Skills	Effective interpersonal communication skills - written and oral		A, I, E
	Proven ability in networking and establishing productive working relationships/partnerships		I, E
	Strong typing and general office skills.		E
	Confident and experienced with IT, social media and a range of software: MS Word, Excel, Powerpoint, Outlook, Publisher and other IT packages.	Familiarity with basic accounting skills and software, and with handling invoicing, receiving and recording incoming payments	A, I, E
	Ability to update websites and social media	Knowledge and understanding of the risks and issues relating to Internet Safety.	A, I
	Ability to prioritise and manage deadlines		I
	Ability to focus on and pay attention to detail		I, E
	The ability to work under pressure		I
	Flexible and able to work on your own with minimal supervision and to organise yourself in order to manage your workload efficiently		I
	Understanding of the significance of Safeguarding and child protection procedures		A, I
	Awareness of Data Protection regulations		A, I
Any Other Requirements			
	This appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service disclosure		**Enhanced DBS disclosure**

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)