

Person Specification: Parish Administrator



ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths 	<ul style="list-style-type: none"> • Educated post 16 to Level 4, BTEC, A level or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • At least two years' experience and a good track record of working in an Administrative role. • Experience of working independently as well as part of a team • Experience of resource development • Experience of working with volunteers. 	<ul style="list-style-type: none"> • Experience of working in a church setting with a good understanding of the priorities and operation of church ministries.
SKILLS	<ul style="list-style-type: none"> • Ability to maintain and develop efficient admin systems • Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint and Publisher • Excellent organisational, presentation and record keeping skills • Ability to produce leaflets, provide graphics etc. • Good attention to detail whilst able to see the “big picture” • Very good literacy, numeracy skills. • Very good written and oral communication skills • Experience in editing websites • Confident in the use of social media 	<ul style="list-style-type: none"> • Familiar with the operation of databases • Knowledge and experience of basic accounting procedures and terms • Awareness of up to date data protection legislation • Familiarity with the safeguarding requirements placed on the church
TRAINING	<ul style="list-style-type: none"> • Willingness to undertake relevant skills training and personal development training. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • The ability to work on own initiative and to tight deadlines. • A people person, with a warm friendly manner both face to face and on the phone • The flexibility and adaptability to juggle a range of different tasks. • A person of integrity and honesty • Discreet and able to maintain confidentiality • Able to use initiative to anticipate necessary tasks • Ability to keep calm and focused in pressurised situations. 	<ul style="list-style-type: none"> • Respect for the Church and the Christian Faith and willingness to work supportively in furtherance of the work of the church.