

# Person Specification Table

Category	Essential	Desirable
Education & Qualifications	5 GCSEs A-C or equivalent vocational experience IT Qualifications or relevant experience	
Experience	Experience in an administrative role  Experience of working with volunteers  Excellent and wide-ranging organisational skills	Experience of working in a church setting.
Knowledge and Understanding	Good knowledge and abilities including Microsoft Office, Outlook, Word, Excel, PowerPoint, and internet research.  Competent in the use of databases  Knowledge of Safeguarding and GDPR requirements	Knowledge of the Church of England processes  Familiar with ChurchSuite
Aptitudes and Skills	Excellent communication skills, particularly the ability to communicate clearly and concisely to a range of audiences.  Excellent writer, able to present information in various formats e.g. emails, reports, newsletters.  Good level of written and verbal English skills.  Confidence in dealing with phone enquiries.  Ability to understand, analyse, present, and discuss information and to prioritise this and the actions arising from it.  Attention to detail and ability to adhere to branding guidelines.  Ability to respect the confidentiality of working with sensitive personal data.  Ability to work independently and within a team whilst working professionally, innovatively, and diligently with a collaborative approach to work.  Ability and willingness to learn new skills – eg ChurchSuite	An ability to process complex information quickly.
Personal Attributes	Excellent organisational, planning, and time management skills with the ability to prioritise and juggle conflicting demands.  A flexible approach to work with the ability to adapt to a fast-paced, ever-changing environment yet meet deadlines.  A willingness to accept accountability and be proactive in seeking responsibility.  To be friendly and approachable, welcoming people who arrive at the church and responsive to their needs.  A practising Christian with a personal commitment to the mission of the church.	To have a sense of humour, be personable, and accept that things won't go as you think.