

PERSON SPECIFICATION

Post: Church Administrator

Lay Employee based at Christchurch Methodist/URC Church, Hitchin

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent		Q
Proven Ability	Competence in administrative tasks involved in running a small office		A, Q
Special Knowledge & Skills	Able to use Microsoft Word, PowerPoint, Excel and email		A, I
Special Qualities or Aptitudes	Efficient and flexible		A, I
	Able to establish a good working relationship with Church colleagues, ordained and lay		A, I
	Good self-motivation and able to work on their own initiative		A, I
		Able to contribute effectively to a team	A, I
	Good phone manner and able to talk easily to people face to face.		I
	Willing to take on additional responsibilities, within core hours, as determined by the Line Manager		A, I
Any Other Requirements	Willingness to understand and engage with Methodism and URC		A, I

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