Person Specification: Administrator
June 2017

Please check the following list of characteristics before filling in the Application Form

	Desirable		Essential
Section 1 - Spirituality			
To be committed to the life of St John's and its ministries			x
To attend a morning Sunday worship service once a month	x		
Section2 - Legal			
Documented legal entitlement to live and work in the UK in the role for which employed by the PCC			x
This role may require a DBS disclosure at a later date			
Two satisfactory, contactable references, one of which should be your current employer			x
Section3 - Personal Attributes			
The ability to build good working relationships with the church leadership team			x
The ability to deal sensitively with members of the public and congregation			x
Good written and verbal skills in English			x
An exceptional eye for detail and high accuracy			x
Ability to work under pressure of deadlines and seasonal busy times			x
Flexible and adaptable, demonstrating an ability and willingness to cover other roles when required, work evenings or longer hours occasionally when required			x
High confidentiality, trustworthy			x
Ability to multi-task			x
See jobs through to completion			x
Highly organised			x
Excellent at time management and scheduling			x
Ability to assist in the management of staff and volunteers	x		
Ability to work with initiative and a minimum of supervision			x
Willingness to be a system changer within agreed boundaries			x
Ability and willingness to learn and to undertake training as necessary			x
Experience in an administrative role			x
Experience of working in a team			x
Experience of working with volunteers	x		
Section 4 - Education			
Educated to Level 3+ or equivalent (A-levels, GNVQ3, NVQ3, etc)			x
Section 5 - Computer skills/experience: Applicants must have good current computer knowledge - and strong, demonstrable experience in or willingness and ability to learn:			
Microsoft Windows (Windows 7 or later)			x
Microsoft Word (preferably version 2010 or later)			x
Microsoft Excel (preferably version 2010 or later)			x
Microsoft PowerPoint (version 2010 or later)	x		
Microsoft Outlook (version 2010 or later)	x		
Microsoft Publisher (version 2010 or later)	x		
Any other Desktop Publishing software experience	x		
Website management experience	x		
Content Management Systems (CMS) either standalone or as part of a website	x		
Any other experience on Databases	x		
Familiarity with Social Networking tools	x		
Section 6 - General admin skill/experience			

Experience in typing and document preparation				x
Experience using office machinery including the use of printers, copiers, etc.				x
Experience in documement filing - both paper and electronically				x
Ongoing commitment to achieve a paperless office	x			
Section 7 - Financial skills/experience				
Numerate				x
Knowledge of accounting principles	x			
Experience in an accounting software package	x			
Ability to handle cash, counting and balancing petty cash, etc.				x
Experience in Gift Aid claims procedures	x			