

# Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Education and training</b>	GCSEs (or equivalent) in English and Maths to Grade C (or equivalent).		Q
	Experience working in secretarial or administrative work.		A
		Experience of working in a church environment (as a volunteer or paid worker)	A
<b>Proven ability</b>	Excellent communication skills with a diversity of people		I
	Able to work as part of a team.		A, I
	Able to set and work to goals without direct supervision.		A, I
	Ability to work flexibly to meet the needs of the post		A, I
	Excellent time management		A, R
<b>Special knowledge and skills</b>	Confident IT skill. Competent in using Microsoft Word, Powerpoint, Publisher and Excel.		A
	Understanding of the importance of a website and social media presence.		A, I
		Experience in editing a website.	A
		Has practical ideas as to how social media can be used to positively raise the profile of the organisation.	A, I
<b>Special qualities and aptitudes</b>	Excellent interpersonal skills.		A, I
	Maintain confidentiality.		A, I, R
	Able to implement processes and systems designed to ensure compliance with statutory and organisational requirements.	Experience of implementing systems and work flows across an organisation.	A, I, R
	Pragmatic problem solver of short term challenges, whilst considering long term objectives.		A, I
	Highly skilled at being able to communicate in writing and verbally. Attention to detail.		A, I, R
	Able to adapt to changing priorities and circumstances.		A, I, R
	Aware of the importance of safeguarding and GDPR.		A, I
<b>Any other requirements</b>	Be sympathetic to the aims of The Methodist Church and be willing to understand and engage in some of the activities of the section.		A, I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS Application

<b>Methods of Assessment</b>			
A	I	Q	R
Application Form	Interview	Proof of Qualification	References