

PERSON SPECIFICATION

Post: Church Administrator

In Derby Circuit based at Mickleover Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent including English Language and Maths Grade 'C'		Q, A
Proven Ability		Proven ability as an administrator	A, I, R
Special Knowledge & Skills	Confident user of Microsoft Office and One Drive	European Computer Driving Licence or equivalent	A, I, R, Q
	Ability to update a website and use modern methods of communication such as Facebook		A, I, R, Q
Special Qualities or Aptitudes	Able to communicate effectively and accurately in writing and verbally		A, I, R
	Be self-motivating and able to work on your own initiative		A, I, R
	Able to work as a member of a team		A, I, R
	Able to handle confidential issues appropriately and sensitively		A, I, R
Any Other Requirements	Willingness to understand and engage with Methodism and be subject to its discipline		I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service and completion of Methodist safeguarding training		DBS Application

A – Application form;

I – Interview;

Q – proof of qualification (certificates or transcripts);

R - References