

THE METHODIST CHURCH, HIGH STREET, MAIDENHEAD

PERSON SPECIFICATION

Job Title: Church Administrator

Circuit: Thames Valley Circuit

Churches: The Methodist Church High Street Maidenhead

Job overview: To provide administrative support on a range of matters in Maidenhead Methodist church.

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level or equivalent. Maths and English to Grade 5-9.	Yes		Q
Computer Skills Qualification or equivalent experience	Yes		Q
Qualification in Administration or Office Management		Yes	Q
Qualification in IT Skills, Advertising or Marketing		Yes	Q
Proven Ability			
Proven ability in an administrative role	Yes		A
5 years' experience in a similar role.		Yes	A
Special Knowledge & Skills			
Competent in use of IT including preparation of email correspondence and other documents, such as databases, websites, Word, Excel, PowerPoint etc.	Yes		W
Understanding the importance of Data Protection.	Yes		I
Ability to learn and use specific software such as heating programmes, door security, etc.	Yes		I
Ability to work swiftly and accurately.	Yes		W
Proven ability to communicate effectively with others face to face, in writing and by telephone.	Yes		I, W

Previous experience of working with others in a Christian church environment.		Yes	A, I
Demonstrate a friendly and caring approach to others.	Yes		I
Comfortable both working alone and with others.	Yes		I
Experience in managing own workload effectively.	Yes		I, W
Demonstrates an ability to adapt to changing priorities and circumstances.	Yes		A, I
Any Other Requirements			
Willingness to work towards a diverse and inclusive community	Yes		I
Able to work effectively from home and on site with flexibility of hours	Yes		I
Ability to balance the workload and timescales.	Yes		I
An understanding that this role will at times require sensitivity and confidentiality.	Yes		I
Willing to undertake a DBS check.	Yes		I
Sympathetic to the aims, objectives and beliefs of the Christian faith	Yes		I, A
Receipt of satisfactory references	Yes		

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)