

Parish Administrator's Person Specification

Qualifications

- 5 GCSEs or equivalent at Grade C or above (including Maths and English)

These experiences, skills and qualities are essential requirements of the post:

- Proven experience of administration, record keeping/document management
- Administrative and organisational skills
- Good interpersonal skills
- Ability to communicate clearly in person, by phone and email.
- High degree of enthusiasm, honesty and reliability
- Ability to work unsupervised and on own initiative
- Able to work as a team
- Good knowledge and proficient in the use of Microsoft Office 365 programs, email and the internet.
- Knowledge and experience of accounting procedures
- Confident in website management
- Competence in minute taking at meetings.
- Flexible working for attending evening meetings will be required
- Sympathetic to the aims of the church

Desirable

- Knowledge of personnel administration
- Understanding of premises management
- Experience of working with volunteers
- Knowledge of Church of England legislation and procedures
- Able to provide own transport

The postholder will be required to undertake a Basic DBS check and complete Basic Safeguarding training (Basic Safeguarding training via an online Church of England portal). Other training commensurate with the post as and when required.