HEATON MOOR UNITED CHURCH: PERSON SPECIFICATION

**Church Administrator**

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| **Attribute** | **Essential or Desirable?** | **How Assessed?** |
| 1. Qualifications 2. Good standard achieved in English and Maths (GCSE Grade ‘C’ or equivalent) | Essential | CV |
| 1. Experience 2. Working in similar role | Desirable | CV and Interview |
| 1. Skills and Competences 2. Excellent interpersonal communication skills, written and oral 3. Strong attention to detail, well organised , efficient and able to work flexibly 4. IT skills including using MS Office Word and Excel 5. Ability to work autonomously and manage and prioritise own workload 6. Experience with PowerPoint, social media and MS Publisher 7. Good general office and clerical skills 8. Knowledge of accounting systems | Essential  Essential  Essential  Desirable  Desirable  Desirable  Desirable | References, CV and Interview  References, CV and Interview  CV and Interview  References, CV and Interview  CV and Interview  CV and Interview  CV and Interview |
| 1. Personal 2. Supportive of the church’s ministry and mission statement 3. Ability to manage multiple and changing church priorities 4. Ability to deal with confidential and sensitive matters with compassion and discretion 5. Demonstrable ability to work positively as a team member 6. Ability to make decisions and take the initiative | Essential  Essential  Essential  Essential  Desirable | Interview  References, CV and Interview  References, CV and Interview  References, CV and Interview  References, CV and Interview |
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Approved by Leadership Team on: 6 November 2018

To be reviewed in conjunction with a review of the Job Description

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