

Person specification

These are the criteria we will use to select the person we want to appoint.

Criteria	Essential	Desirable	How assessed
Qualifications			
GCSE/NVQ or similar qualifications, including English and Maths		✓	Application form
Experience			
Secretarial/Administrative	✓		Application form and references
Knowledge of the Church's structures and Liturgical Year		✓	Interview
Skills and knowledge			
Organisational skills and attention to detail	✓		Application form, references and interview
Ability to work to deadlines, unsupervised and on own initiative	✓		Application form, references and interview
IT literate	✓		Application form and interview (including practical test)
Experience of Microsoft Office, web based email, social media platforms		✓	Application form
Communication skills (phone, personal, written)	✓		Application form, references and interview
Ability to draft and proof read documents	✓		References and interview
Ability to prioritise	✓		Interview
Personal qualities			
Tact, diplomacy, sensitivity and confidentiality	✓		Application form and references

Ability to work as part of a team	✓		Application form and references
Well organised and self-motivated	✓		Application form and references
Positive attitude	✓		Application form, references and interview
Flexible approach to work	✓		Application form, references and interview
Ability to write neatly and legibly	✓		Interview
Ability to use initiative appropriately	✓		Application form, references and interview
Supportive of Christian values	✓		Interview
Commitment to the Christian faith		✓	Interview
Willingness to undertake in-service training as required	✓		Interview

An offer of employment will only be made:

- subject to permission to work and reside in the United Kingdom; and
- following receipt of two satisfactory references.
- Completion of a Confidential Declaration and DBS clearance

The disclosure of a criminal record will not automatically bar you from appointment.