

# Person Specification

Parish Administrator, St Michael's Church Highgate



	<b>Essential/ desirable</b>
<b>1 QUALIFICATIONS/EDUCATION/KNOWLEDGE</b>	
1.1 Educated to A Level standard or equivalent	E
1.2 Knowledge of general office practice	E
1.3 Knowledge of wide range of internet techniques, web-based information and social media	E
1.4 Knowledge of Church of England's parish life and governance	D
<b>2 EXPERIENCE</b>	
2.1 Substantial experience of working in an office support function	E
2.2 Current experience using Microsoft Office programmes – Word, PowerPoint, Excel, Publisher	E
2.3 Experience of developing/updating administrative systems	E
2.4 Experience of working with membership databases	E
2.5 Experience of operating social media accounts and updating web sites	E
2.6 Experience of keeping basic accounts and handling funds	E
2.7 Experience of managing facilities and room bookings	D
2.8 Experience of working with volunteers and/or as a volunteer in a church or charity setting	D
<b>3 ABILITIES</b>	
3.1 Excellent English oral and writing skills with high level of attention to detail	E
3.2 Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent St Michael's Church by telephone, in person, and whilst attending internal or external events	E
3.3 Numerate; ability to create and manage spreadsheets in Excel	E
3.4 Ability to produce leaflets, posters, service booklets and other materials to support and publicise church activities	E
3.5 Ability to take minutes at meetings	E
3.6 Ability to multi-task and prioritise a busy and varied workload, meeting work deadlines	E
3.7 Ability to work under own initiative as well as part of a team, seeking guidance when necessary	E
<b>4 PERSONAL QUALITIES</b>	
4.1 Willingness to work to support and further St Michael's Church mission statement and values	E
4.2 Cheerful and "can do" approach to a wide variety of office and practical tasks	E
4.3 A friendly and resilient personality able to get along with a diverse group - colleagues, congregation and members of the local community	E
<b>5 CIRCUMSTANCES</b>	
5.1 Ability to work occasionally outside of normal working hours	E
5.2 An established job-share will be considered	
5.3 Start as soon as possible	D