Person Specification:
Parish Support (Administration)

Requirements	Desirable	Essential
The right to work in the UK		X
To be respectful of the Christian faith and have a commitment to the aims and values of The Church of England		X
Two satisfactory, contactable employment references		X
Skills and Experience		
Organised, with the ability to multi-task, and the determination to see jobs through to completion		X
Ability to work on own initiative and independently		X
Enjoyment in how things work together, in connecting people and projects/events, and in looking for ways to improve systems and information flows.		X
Strong computer literacy skills (including MS applications such as Word, Excel) with the ability to learn to use new applications quickly and effectively, e.g. ChurchSuite, with training		X
Pride in accuracy and attention to detail		X
Experience in a comparable parish support / administration role	X	
Clear and concise spoken and written English.		X
Knowledge and application of best practices for safeguarding, and working knowledge of compliance frameworks e.g. GDPR	X	
Personal Qualities		
Highly discreet, diplomatic and trustworthy		X
Team player, relationship-builder with strong interpersonal/communication skills and a positive attitude		X
Other		
Experience of working within a church/not-for-profit environment	X	