

PERSON SPECIFICATION

Job Title: Part Time Administrator – Community & Worship Support Rivercourt Methodist Church /London District

	Essential	Desirable	Method of Assessment
Education & Training			
Good overall standard of education, to at least “O” level / GCSE standard	X		AF/ I / Q
Qualifications/ Experienced/Skilled in the use of IT mediums, especially Microsoft Office & Social Media Networks.	X	X	I/ E/Q
Qualifications in website creation and management		X	Q/E
Trained, formally or by experience, in all aspects of modern office management and operation.	X		AF / Q / I/ E
Proven Ability			
Computer skills, including the use of MS Office applications; and use of the internet for research purposes.	X		AF/I/E
Able to produce documents and other printed work by computer to deadlines and in the format required.	X		AF / I /E
Able to work with a wide range of people, including the Church Minister; Trustees; Members; visitors and the various users of the building.	X		I
Special Knowledge & Skills			
Excellent communication skills both orally and in writing	X		AF / I
Expertise in the most widely used social media platforms or a willingness to acquire it.	X	X	AF / I/ E
Experience in Minute taking and management.		X	I
Experience of website creation and management		X	I
Any Other Requirements			
Ability to organise the workload; prioritise tasks; anticipate requirements and be self-motivated.	X		AF/I/E
Ability to be creative and pro-active in ensuring that the building offers the best environment possible for both the members and the local community.		X	AF/I
Ability to research and progress funding and grants available from both church related sources and from the 3 rd sector.			AF/I
Empathy with the aims and values of the Christian faith and a willingness to work within the policies of the Methodist Church.	X		AF/I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)