

## Job Title: Part Time Administrator – Community & Worship Support

### Rivercourt Methodist Church /London District

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Good overall standard of education, to at least “O” level / GCSE standard	X		AF/ I / Q
Qualifications in the use of IT mediums, especially website creation and management.		X	
Trained, formally or by experience, in all aspects of modern office management and operation.	X		AF / Q / I
<b>Proven Ability</b>			
Computer skills, including the use of MS Office applications; and use of the internet for research purposes.	X		
Able to produce documents and other printed work by computer to deadlines and in the format required.	X		AF / I
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
<b>Special Knowledge &amp; Skills</b>			
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
Experience in Minute taking and management. Experience of website creation and management		X	I
<b>Any Other Requirements</b>			
Ability to organise the workload; prioritise tasks; anticipate requirements and be self-motivated.	X		
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	
Ability to research and progress funding and grants available from both church related sources and from the 3 <sup>rd</sup> sector.			
Empathy with the aims and values of the Christian faith and a willingness to work within the policies of the Methodist Church.	X		

Method of Assessment: AF – Application Form, I – Interview, W – Written 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)*