

Job Title: Assistant Parish Secretary and Reception Co-ordinator

Person Specification

This Person Specification focuses on the skills, experience, knowledge and qualifications required to undertake this role.

Requirements	Essential E Desirable D	Measured by: A Application form I Interview T Test
The post holder must be able to demonstrate		
Education / Training <i>[Academic, vocational/professional training]</i> <ul style="list-style-type: none"> • An understanding of the Christian faith • Good general level of literacy and numeracy to GCSE level or equivalent 	E E	I A
Knowledge and Experience <i>[eg report writing, IT skills]</i> <ul style="list-style-type: none"> • Sympathy with the practice of the Christian faith • Commitment to carrying out the Minster's mission and ministry • Experience in undertaking a wide range of secretarial and administrative tasks • Excellent ICT skills: knowledge of software including Word Processing; Spreadsheets; Databases; Publishing and Presentation • Database management • Web site updating • Google Calendar updating 	E E E E E D D	I I A A A T T
Competencies <i>[eg interpersonal, communication, decision making]</i> <ul style="list-style-type: none"> • Verbal communication [good telephone skills] • Written communication [including spelling, grammar and neat legible handwriting in fountain pen] • Interpersonal skills and the ability to relate appropriately to a wide range of people and contexts • Able to work as part of a team and under own initiative • Able to plan and to prioritise own workload • Able to work to deadlines • Punctuality • Smart personal appearance • A calm flexible approach • Accuracy and attention to detail 	E E E E D E E E E E	I T I A A A A I A T