

Person Specification for Benefice Administrator Vacancy

Essential skills

- Excellent organisational skills - demonstrated ability to prioritise tasks, manage multiple responsibilities, meet deadlines
- Excellent written and verbal communication skills with the ability to interact warmly and professionally with church members, staff and external contacts
- Confident IT user (MS Office, Office 360, Mailchimp)
- Proactive and flexible
- Ability to work alone, using initiative
- Demonstrated commitment to continuous improvement of processes and systems to bring greater efficiency
- Attention to detail
- Ability to work with complete discretion and confidentiality
- Ability to respond to issues with sensitivity, compassion and good judgment

Desirable skills

- Previous experience of dealing with church administration
- Previous experience of engaging and dealing with contractors
- Understanding of and familiarity with Church of England structures and organisation
- Experience of taking minutes

Additional requirements

The role holder needs to be sympathetic to the vision and objectives of the Benefice, with an appreciation of the Christian life and worship of the churches.

Working pattern

13 hours per week, including 2 mornings based in the parish office (9am-12); the remainder may be worked flexibly taking account of operational needs. (For initial training purposes it will be necessary to work all 13 hours in the office; this is likely to be for the first 2-4 weeks.)