

St Augustine's Bradford Parish Administrator: Person Specification

Attributes	Essential	Desirable
Qualifications	GCSE English & Maths	Educated post 16 to level 4, BTec, A level or beyond
Experience	<ul style="list-style-type: none"> At least two years' experience and a good track record of working in an administrative role Experience of working independently as well as part of a team Experience of resource development 	<p>Experience of working in a church setting with a good understanding of the priorities and operation of church ministries</p> <p>Experience of working with neuro-diversity or other kinds of difference</p>
Skills	<ul style="list-style-type: none"> Ability to maintain and develop efficient admin systems Proficient in the Microsoft Office Suite: esp Word, Excel, Powerpoint Confident in learning to use new software including databases, record keeping, worship leading and able to research best fit. Confident in editing websites and working with social media Excellent organisational presentational and record keeping skills Ability in desktop publishing leaflets and flyers Very good oral and written communication skills Very good numeracy skills Able to give good attention to detail whilst keeping track of the whole project Awareness of data protection legislation and ability to keep within its boundaries Able to set and articulate realistic targets and deadlines 	<p>Project and/or Events planning experience</p> <p>Driving Licence</p> <p>A variety of other skills might be useful in the role</p> <p>Basic accounting knowledge</p>
Training		<p>Health and Safety knowledge</p> <p>Safeguarding training</p>
Personal qualities	<ul style="list-style-type: none"> Able to relate to a wider variety of people with a friendly manner The adaptability to prioritise a range of different tasks An honest person of integrity Discreet and able to maintain confidentiality Proactive in anticipating necessary tasks Ability to keep calm and focussed under pressure Respect for the Church and the Christian faith and willingness to work supportively to further its mission 	<p>A person of faith</p> <p>Good boundaries</p> <p>Good sense of humour</p> <p>Patient</p> <p>Resilient</p>