

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 	Experience of working in a church setting with a good understanding of the priorities and operation of church ministries Experience of working with neuro-diversity or other kinds of difference
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 	Project and/or Events planning experience Driving Licence A variety of other skills might be useful in the role Basic accounting knowledge
Training		Health and Safety knowledge Safeguarding training
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 	A person of faith Good boundaries Good sense of humour Patient Resilient