**The Person Specification**

| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| --- | --- | --- | --- |
| Education & Training | Educated to A Level or equivalent | Continuous improvement techniques. | Q |
| Special Knowledge & Skills | Confident IT skills. Highly competent with Microsoft Word, Powerpoint and Excel. Experience of how social media can enhance an organisations profile. | Familiar with Publisher, experience of off the shelf data base packages, website editing, social media. Has practical ideas as to how social media can be used to positively raise the profile of the organisation. | A, I |
| Special Qualities & Attributes | Excellent interpersonal skills. |  | A, I |
|  | Able to implement processes and systems designed to ensure compliance with statutory and organisational requirements. | Experience of implementing systems and work flows across an organisation.  | A, I |
|  | Engender a positive culture of continuous improvement in approaches to administration. | Experience of creating positive culture in an organisation. | A, I |
|  | Pragmatic problem solver of short term challenges, whilst considering long term objectives. |  | A, I |
|  | Highly skilled at being ble to communicate in writing and verbally. Attention to detail. |  | A, I |
|  | Able to self motivate. Able to set and work to goals without direct supervision. |  | A, I |
|  | Able to work as part of a team.  | Have experience of managing others. | A, I |
|  |  | Able to adapt to changing priorities and circumstances. | I |
|  | Maintain confidentiality. |  | I |
| Any other requirements | Be sympathetic to the aims of The Methodist Church and be willing to understand and engage in some of the activities of the section. |  | I |
|  | Satisfactory Enhanced Disclosure from the Disclosure & Barring Service |  | DBS Application |