



Administrative and Communications Assistant

Person Specification



Qualifications and Knowledge

Qualifications in English at GCSE (good pass) or higher	Essential
Knowledge of the Christian Church	Essential
Knowledge of safeguarding and child protection best practice	Desirable

Experience

Experience of communicating clearly in writing	Essential
Experience of producing visual publicity	Desirable
Experience of editing websites	Desirable
Experience of working with volunteers	Desirable
Experience of communicating via social media	Desirable
Experience of customer care or public facing interaction	Desirable

Skills and Competencies

Ability to use IT (Word, Excel, PowerPoint, Publisher)	Essential
Ability to prioritise work	Essential
Ability to work under direction	Essential
Ability to work well in a team	Essential
Ability to work calmly & efficiently under pressure	Essential
Ability to design effective print and electronic publicity	Essential

Personal Attributes

Awareness of the importance of maintaining confidentiality	Essential
Ability to manage difficult conversations with tact	Essential
Sympathetic to the vision and values of the Church	Essential
Enjoy working in a busy environment	Desirable
Enjoy routine work within a varied working day	Desirable

Basic DBS clearance will be required for this post