

St Nicholas Church

Warwick. CV34 4JD



Person Specification

Church Administrator

Requirement	Essential	Desirable
Education	<ul style="list-style-type: none"> • Good standard of General Education 	<ul style="list-style-type: none"> • Business studies
Experience	<ul style="list-style-type: none"> • Experience of balancing priorities and personal time management. • Experience of working autonomously and as part of a team. • At least 2 years proven experience in Office Administration/Secretarial Work. • Experience of working with minimum supervision, being proactive and managing own workload. 	<ul style="list-style-type: none"> • Previous experience of working within a similar Christian environment.
Skills	<ul style="list-style-type: none"> • Excellent communication (verbal, listening, writing) • Excellent people skills. • Evidence of basic financial, administrative, spreadsheet skills and Diary Management. • Strong organisational, administrative, planning and record-keeping skills to ensure that accurate and up to date records are maintained. • Computer skills including word processing and the ability to enter information quickly and accurately on excel/data bases and up-dating of Website. • Telephone Management. 	<ul style="list-style-type: none"> • Able to use other computer packages: e.g. Publisher, WordPress.
Knowledge and understanding	<ul style="list-style-type: none"> • Understand, respect and show commitment to Christian values and to the specific needs of St Nicholas Church. • An understanding of Health and Safety issues, Employment legislation & Disability Discrimination 	
Personal attributes	<ul style="list-style-type: none"> • Outgoing and enthusiastic approach. • Satisfies Disclosure and Barring Service (DBS) clearance • Flexibility to be able to work to the requirements of the post 	<ul style="list-style-type: none"> • Committed to the Christian faith