**Parish Administrator**

Person Specification

May 2023

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| Criteria | Essential | Desirable |
| Qualifications | * GCSE English and Maths at grade C or above, or equivalent | * IT Qualification |
| Experience | * Office work experience * Social Media experience * Communication and publicity materials experience * Diary experience * Customer Service experience | * Experience of DBS administration * Project Management experience * Working in a faith context |
| Knowledge | * Excellent at Social Media * Understanding of the activities of the Church of England at parish level | * Understanding of Parochial Fees |
| Technical and Applied Skills | * Knowledge of Microsoft Word, Excel, and Sharepoint | * Knowledge of Wordpress * Experience of the ChurchSuite database * Experience of Affinity (Designer/Publisher/Photo) or similar. * Basic IT troubleshooting skills |
| Personal Attributes | * Willing to go the extra mile to give good service * Skills in confident, but friendly communications * Great organisational skills * Self motivated, good at prioritising * Team player * Sympathetic to the Ethos of the Church. |  |

There is no occupational requirement to be a Christian to undertake this role. But the successful candidate will need to be sympathetic to our ethos and undermining this could be considered a disciplinary matter.