**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
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| 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
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| Knowledge | * Excellent at Social Media
* Understanding of the activities of the Church of England at parish level
 | * Understanding of Parochial Fees
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| 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
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| 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.
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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.