

## Person Specification



### PERSON SPECIFICATION

#### Post: Circuit Administrator (Part-time)

Lay Employee in South West Tyneside Circuit based at Strathmore Road Methodist Church, Rowlands Gill NE39 1HX

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>	Educated to GCSE level or equivalent		Q
<b>Special Knowledge &amp; Skills</b>	Computer literacy: experience in word processing, desktop publishing, using databases, spreadsheets	Experience of using CANVA or similar applications to produce advertising material	A, I, E
	Proven ability/experience of email communication, and use of social media (including Facebook) and websites. An understanding and ability to use zoom and/or teams.	Experience of maintaining and updating a website and social media	A, I, E
	Experience of good office management skills	Admin experience in a charity or other voluntary organisation	A,I
<b>Special qualities and attributes</b>	Able to relate to and communicate effectively, verbally and in writing, with a wide spectrum of people		A, I
	Able to self-motivate and work to goals without direct supervision	Willingness to be flexible over working hours and to adapt to changing priorities and circumstances	A,I

	Able to maintain confidentiality	Experience of General Data Protection Regulation	A, I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism and be subject to its discipline	Sensitivity and understanding of the Methodist environment and the work of the Methodist Church	I
		Able to present a strong Christian example	A, I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		
<b>Additional Skills</b>			
	Willingness to undertake additional training	Some experience of EDI [Equality, Diversity and Inclusion] and UB [Unconscious Bias] requirements	A, I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)