

PERSON SPECIFICATION

Post: Circuit Administrator.

Lay Employee in Harrow & Hillingdon Circuit based at the Circuit Office in South Ruislip.

Attributes	Essential	Desirable	Method of Assessment
Education & Training		Educated to GCSE level (or above) or equivalent qualifications including at least a 'C' grade or level 5 in English & Maths.	Q
Proven Ability	Able to communicate effectively verbally and in writing.		A, I
	Good telephone skills – a clear speaking voice		I
	Ability to communicate effectively with potential & existing letting groups		A, I
	Ability to communicate effectively with small and large groups when delivering training		A, I, E
Special Knowledge & Skills	Be computer literate and competent in the use of Microsoft Word, Power Point, Publisher and Excel		E
		Knowledge of Data Developments Finance System would be useful	A, I
		Some knowledge of Safeguarding procedures would be useful	A, I
Special Qualities or Aptitudes	Able to work effectively as part of a team		A, I
	Able to self-motivate	Able to set and work to goals without direct supervision	A, I
		Able to adapt to changing priorities and circumstances	I
	Good organisational skills		A, I
	Ability to deal sensitively with letting groups and situations		I
Any Other Requirements	To undertake training, if required, to understand the structures of the Methodist Church and to work in accordance with the aims and ethos of the Methodist Church		I
		Willingness to attend training when required	I
	Satisfactory DBS safeguarding check		Q

	required		
	Willingness to travel locally for occasional activities away from the normal place of work (meetings & training etc.)	Availability of own independent means of transport	A, I
	Flexibility and willingness to accommodate occasional evening and weekend work		A, I

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

Last Date Modified: November 2024