EALING ROAD METHODIST CHURCH

Ealing Road, Wembley, HA0 4BN

Office Tel: 02087823747 / 07483393095

Office email: admin@ermchurch.org

Minister: Rev Nigel Wright

Email: nigelwright22@outlook.com

PERSON SPECIFICATION

Job Title: Church Administrator

Ealing Road Methodist Church

Important

Please remember to demonstrate in your application form how you meet the individual criteria listed in the person specification

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, Q – proof of qualification (certificates or transcripts)*(We reserve the right to assess any other aspects of the role in a format not previously described)*

	Essential	Desirable	Method of Assessment
Education & Training			
Educated at least to GCSE level Grades A*-C (9-4) in Maths and English or equivalent qualification	Yes		A,Q
Proven Ability			
Relevant experience of working in an office	Yes		A, I
Able to use Microsoft Word, Excel, PowerPoint and email	Yes		A, W
Able to use Publisher		Yes	A, I
Able to use social media effectively		Yes	A, I

Special Qualities or Aptitudes			
Communicates effectively in person, on the phone and in writing	Yes		A,I
Able to act discreetly when dealing with personal, confidential and sensitive issues, and maintains confidentiality	Yes		A,I
Able to take initiative in dealing with issues as they arise	Yes		A, I
Self-motivated and able to set and work to goals with minimal supervision	Yes		A, I
Able to adapt to changing priorities and circumstances and to be proactive in thinking ahead about future events and arrangements	Yes		A, I
Able to prioritise and manage a variety of tasks and to manage time effectively	Yes		A, I, W
Able to work as part of a team	Yes		A, I
A good organiser: keeping records in a systematic and accurate manner	Yes		A, I
Good attention to detail	Yes		A, I
Experience of taking minutes of meetings	Yes		A, I
Relates well to a wide variety of people	Yes		A, I
Experience of supervising or managing staff and ability to motivate others		Yes	A, I