



## PERSON SPECIFICATION

**Job Title:** Administrator and Personal Assistant to the Senior Development Manager

**Important**

Please remember to demonstrate in your application form how you meet the criteria listed below.

Method of Assessment: A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts)

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Educated at least to A level or equivalent qualification		✓	A, Q
<b>Proven Abilities</b>			
Relevant experience of working as a PA and/or in administration	✓		A, I
Adept at Microsoft Office Suite of programs including Teams and OneDrive	✓		A
Proficient at using Publisher, Canva or other software to create marketing material		✓	A, I
Capable of using online tools such as Zoom and Doodle to organise meetings	✓		A, I
Skilled at managing or updating a website		✓	A, I
Experience using Mailchimp		✓	A, I
Proficient at taking minutes of meetings	✓		A, I
Competent at managing multiple diaries	✓		A, I
Experience creating and maintaining filing systems	✓		A, I
<b>Special Qualities or Aptitudes</b>			
Communicate effectively in person, on the phone, over video, and in writing	✓		A, I
Able to act discreetly when dealing with personal, confidential and sensitive issues, and maintain confidentiality	✓		A, I
Able to take initiative in dealing with issues as they arise	✓		A, I
Self-motivated and able to set and work to goals with minimal supervision	✓		A, I
Able to adapt to changing priorities and circumstances and to be proactive in thinking ahead about future events and arrangements	✓		A, I
Able to prioritise and manage a variety of tasks and to manage time effectively	✓		A, I

Able to work as part of a team	✓		A, I
A good organiser: keeping records in a systematic and accurate manner	✓		A, I
Excellent attention to detail	✓		A, I
Ability to proofread effectively	✓		
Relate well to a wide variety of people	✓		A, I
Knowledge of policies and procedures for small organisations and an understanding of how small charities operate		✓	A, I
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	✓		