



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 |
|---|-----------|-----------|----------------------|
| Education & Training | | | |
| Educated at least to A level or equivalent qualification | | ✓ | A, Q |
| Proven Abilities | | | |
| 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 |
| Special Qualities or Aptitudes | | | |
| 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 |

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|--|---|---|------|
| 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 | ✓ | | |