

Person specification for the post of Administrator for the West Oxfordshire Circuit

| Attributes | Essential | Desirable | Method of Assessment |
|--------------------------------|--|--|----------------------|
| Education & Training | Educated to GCSE level or equivalent including English and Maths | | Q |
| | Willingness to undertake Safeguarding, EDI and other training required by the Methodist Church. | | I A |
| Proven Ability - Office skills | Able to communicate well by phone, e-mail, in documents and face to face Willingness to undertake relevant training | Experience of managing websites Familiarity with use of social media on behalf of an organisation | A. W. I |
| | Well organised with attention to detail | | A. I. |
| | Proficient with Microsoft Office programmes including Word and Excel | | A. I. W |
| Special Qualities or Aptitudes | Able to work both under direction and to set and work to goals without direct supervision | Able to contribute effectively to a team | A, I |
| | Able to recognise and act appropriately in confidential situations | | A. I |
| | Able to adapt to changing priorities and circumstances | | A. I |
| Any Other Requirements | Willingness to acquire an understanding of the Methodist Church and its organisation | Previous experience of the Methodist Church | I |

The **Methodist** Church

The West Oxfordshire Circuit

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| | Willingness to learn and work with online systems. | | I |
| | Satisfactory Basic Disclosure check from the Disclosure and Barring Service | | DBS Application |

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