

Attributes	Essential	Desirable	Method of Assessment
Education & Training	A good level of general education with a minimum of English and maths at O level/GCSE grade C.		Q
	Computer literate. Able to use Microsoft Word, Excel, Outlook and PowerPoint and other software as needed.		A, I, E
		Completed Creating Safer Space Foundation Module	Q
Relevant Experience	Experience of administrative responsibilities.	Experience as a church administrator	A, I
	Experience of working in a team.		A, I
	Experience of using social media		A, I
	Experience of adhering to financial procedures and of maintaining accurate records.		A, I
	Experience of handling confidential/personal information.		A, I
Special Knowledge and Skills	Administrative, organisational and time management skills, including the ability to set priorities and manage a varied workload.		A, I, E
	Ability to communicate effectively both verbally and in writing.		A, I
	Ability to respond to people in a diplomatic and empathetic manner both in person and in writing.		A, I
		Understanding of the Church and its day-to-day life and the administration needed to support it.	A, I
	Ability to be self motivated	Ability to support and coordinate volunteers.	A, I
	Special Qualities or Aptitudes	Understand and be in sympathy with the aims and work of Hexham Trinity Methodist Church and The Methodist Church in Great Britain	
Flexibility in performing duties to achieve objectives.			A, I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service			DBS Application

Key: Q - Qualifications Records, A - Application, I - Interview, E - Exercise