



**Parish Administrator  
Person Specification**

Requirements	Essential	Desirable
<b>General Educational Qualifications</b>	‘A’ Level standard of education, or equivalent.	<ul style="list-style-type: none"> <li>• Degree level education, ideally with relevant degree (Business Management, Computing &amp; Information Technology, Public Administration, Graphic Design, etc.).</li> </ul>
<b>Skills/Knowledge/Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant computer software including email clients, internet use, Microsoft Office;</li> <li>• A willingness to engage fully with provided training (where required) in use of computer software and administrative systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an office/administrative environment;</li> <li>• Knowledge of Adobe inDesign;</li> <li>• Familiarity with social networks and website management;</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• in sympathy with the Christian faith and the mission of our church;</li> <li>• excellent organisational and time-management skills;</li> <li>• strong IT skills;</li> <li>• the ability to prioritise tasks and work under pressure;</li> <li>• good teamworking skills;</li> <li>• excellent interpersonal, oral and written communication skills, with the ability to converse with a broad variety of people;</li> <li>• a commitment to maintaining confidentiality</li> <li>• negotiation and relationship-building skills;</li> <li>• attention to detail and systematic approach;</li> <li>• flexibility and adaptability to changing workloads;</li> <li>• a problem-solving approach to work;</li> </ul>	<ul style="list-style-type: none"> <li>• A familiarity with legislation in the areas of data protection and safeguarding (essential training will be provided).</li> </ul>

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	<ul style="list-style-type: none"> <li>• Mature outlook, in addition to being prepared for all round, 'hands-on' involvement.</li> </ul>	
Circumstances	<ul style="list-style-type: none"> <li>• Ability to work flexible hours as required.</li> <li>• Must be able to commute to the Parish Office in Sandwich (parking is available)</li> </ul>	