

PERSON SPECIFICATION

Job Title: Circuit Administrator

Circuit: North Cheshire 11/01

| | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|----------------------|
| Education & Training | | | |
| Educated to GCSE level (or equivalent) English and Maths, Grade C or 4 or above. | * | | A, Q |
| Willingness to undertake Safeguarding and Unconscious Bias training plus any other training required by the Methodist Church | * | | I, A |
| Proven Ability | | | |
| Organisational skills, sets high standards in accuracy with ability to pay attention to detail. | * | | I, A, W |
| Special Knowledge & Skills | | | |
| Computer skills, with a good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher, Outlook) | * | | A,W |
| Understands the importance of confidentiality and able to work appropriately in confidential situations. | * | | A, I |
| Able to communicate clearly (both in writing, and verbally) | * | | A, I |
| IT confident, including familiarity with use of social media on behalf of an organisation (we currently use Facebook). Maintain and update information to the Circuit website (training provided) | | * | A,I |
| Able to create and maintain good relationships with a diverse range of people and work in a team. | * | | A, I |
| Be self-motivated and able to work without direct supervision. | * | | A, I |
| Able to work agreed flexible hours with occasional evening work as required. | * | | A, I |
| Able to adapt to changing priorities and circumstances | * | | I |

| Any Other Requirements | | | |
|--|---|--|------|
| Able to work within the beliefs and ideas of the Methodist Church as outlined in "Our Calling" | * | | I |
| Be sympathetic to the Christian values, work and ethos of the local churches, the North Cheshire Circuit and the Methodist Church. | * | | A, I |
| Ability to attend various sites across the Circuit and be able to travel independently | * | | A, I |
| Satisfactory Basic Disclosure from the disclosure and Barring Service | * | | I |

Method of Assessment:

A – Application Form, I – Interview, W – Written exercise, P – Presentation,

Q – proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)