



**The united Benefice of St John the Baptist, Shedfield
and St Nicholas, Wickham**

Benefice Administrator

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS			
<ul style="list-style-type: none"> Proven assistant abilities with some secretarial/administration 	✓		CV Interview
<ul style="list-style-type: none"> Computer literate (Microsoft Word, Excel, PowerPoint and Outlook) 	✓		
<ul style="list-style-type: none"> Computer literate - Microsoft Publisher 		✓	
<ul style="list-style-type: none"> Training and/or suitable experience in listening and speaking to those with pastoral and/or faith needs 	✓		
EXPERIENCE			
<ul style="list-style-type: none"> General office experience including telephone, emails, reception, filing, and office equipment 	✓		CV Interview
<ul style="list-style-type: none"> Experience of organising an office including balancing tasks to be centralised and others to be coordinated by volunteers (delegation and supervision) 		✓	
SKILLS AND KNOWLEDGE			
<ul style="list-style-type: none"> Good communication skills, both written and oral 	✓		Interview
<ul style="list-style-type: none"> Willing to engage and some experience with Digital Working e.g. Websites, Social Media 	✓		
<ul style="list-style-type: none"> Ability to prioritise use of time and resources 	✓		
<ul style="list-style-type: none"> Organisation skills 	✓		
<ul style="list-style-type: none"> Self motivation 	✓		

• Knowledge of the Church of England		✓	
• Listening and speaking to those with pastoral/faith needs	✓		
PERSONAL QUALITIES			
• Articulate	✓		Interview
• Sense of humour		✓	
• Uses diplomacy, sensitivity, confidentiality and discretion	✓		
• Helpful and approachable	✓		
TEAM WORK			
• Ability and commitment to work flexibly and collaboratively with colleagues as part of a team	✓		Interview

GENERAL REASONING ABILITY			
• Quick to grasp essentials	✓		
• Numerate and literate	✓		
• Able to relate to individuals at all levels	✓		
• Attention to detail	✓		
• Ability to use initiative and common sense	✓		
OTHER FACTORS			
• Ability to work to deadlines	✓		Interview
• Ability to work variable hours if necessary	✓		
• A practicing Christian; sympathetic to the views and beliefs of the Anglican Communion;	✓		
• Confident if required to work alone in the office	✓		