

ST. MARY & ST. MODWEN'S

PARISH SECRETARY/ADMINISTRATOR - PERSON SPECIFICATION

Area of Competency	Need	Description	Test Criteria
Education, Qualification & Training	Essential	<ul style="list-style-type: none"> • GCSE, or equivalent, in English and Maths • Working knowledge of all aspects of Office 365 and electronic communication • Working knowledge of social media and website maintenance • Willingness to undergo education / training for both practice and service need 	Application letter, CV & references. Qualification certificates?
	Essential		
	Essential		
Work Experience, Specialist knowledge & competencies	Essential	<ul style="list-style-type: none"> • Able to demonstrate the application of skills • Significant experience of providing secretarial service and book keepings • Evidence of continued development • Experience of GDPR (Confidentiality) and H&S 	Application letter, CV & references. Interview.
	Preferred		
	Preferred		
Specialist skills & abilities	Essential	<ul style="list-style-type: none"> • Ability to communicate (both in writing and verbally) information, including where there are barriers to understanding. • Demonstrates high level of self-awareness i.e., strengths and weaknesses, personal qualities and skills • Well developed, word processing/data collection/IT skills • Ability to communicate with a wide range of people at all levels of the organisation • Ability to analyse data and information, drawing out implications for the Parish and parishioners • Demonstrates a clear vision of the role and service • Ability to initiate, sustain and evaluate change • Decision making skills 	Application letter, CV & references. Interview.
	Essential		
	Essential		
	Essential		
	Essential		
	Preferred		
Analytical, judgemental & organisational skills	Essential	<ul style="list-style-type: none"> • Able to understand sensitive situations & information e.g., working with parishioners with a range of needs and using a range of skills to decide the best course of action from a range of options and consider the implications of each of these, taking into account Diocesan and Parish procedures • Ability to organise own time and workload and cope with occasional last-minute changes • Ability to manage conflict • Advanced keyboard skills 	Application letter, CV & references. Interview.
	Essential		
	Preferred		
	Preferred		
Disposition & personality	Essential	<ul style="list-style-type: none"> • Punctual timekeeper • Positive, can-do attitude • Demonstrates motivation, reliability and commitment to team working and the development of others • Flexibility, commitment and adaptability • Demonstrates an ability to value the opinions of others • Demonstrates professionalism at all times • Ability to work under pressure • Work pattern unpredictable and multi-tasking required 	Application letter, CV & references. Interview.
	Essential		
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	Essential Essential Essential	<ul style="list-style-type: none"> Occasionally required to work outside normal working hours. Able to deal with exposure to distressing circumstances, or highly emotional events. Able to cope with exposure to aggressive behaviour 	
Physical effort/ skills	Essential Essential	<ul style="list-style-type: none"> Fitness to do the job Highly developed physical skills requiring dexterity and accuracy. 	References.
Additional requirements	Essential Essential Preferred	<ul style="list-style-type: none"> Motivation – ability to explain it Ability to work core hours Flexibility for cover 	Is it consistent with the whole picture?