



St John's Brooklands

Extending God's welcome to everyone

Personal Specification Criteria

<i>Essential</i>	<i>Desirable</i>	<i>Method of assessment</i>
Qualifications and experience		
A good level of general education with a minimum of English and Maths at GCSE grade C or above		A
Secretarial / administrative experience	Secretarial / administrative experience in a church context	A/I
Knowledge and skills		
Excellent verbal, written, numerical, and interpersonal communication skills		A/I
Knowledge and experience of Microsoft Office		A/I
Experience of processing the payment of invoices	Basic book-keeping skills	A/I
Willingness to develop skills in database management and website management	Experience in basic website design and management	A/I
Willing to undertake Safeguarding training	Understand Safeguarding procedures	A/I
Experience of using social media	Experience of producing communications using Mailchimp	A/I
Be supportive of the mission and ministry of our parish	An understanding of the Church of England and its day to day life	A/I
Personal attributes		
Ability to relate, and provide a warm welcome, to a wide range of people.		I
Be self-motivated and able to manage own time and work effectively		A/I
Ability to maintain confidentiality		A/I
A commitment to and an understanding of equality and diversity		A/I
Ability to work efficiently under pressure, exercising initiative and judgment		A/I
	Experience of working as a member of a professional team	A/I
Specific requirements		
Ability to work flexibly, both in terms of availability and location		I
Ability to travel between home and the church		A/I
Satisfactory enhanced DBS check		DBS application