

PERSON SPECIFICATION

TITLE OF POST: Administrator for the combined Benefice of Fauls, Tilstock & Whitchurch (FTW), and Parish Clerk for St Alkmund's, Whitchurch

Knowledge, skills & abilities

Essential

- Good organisation skills and ability to multi-task
- Good verbal and written skills
- Good IT skills, including being proficient in the use of all Microsoft 365 applications

Desirable

- Good design skills
- Expertise in managing websites and social media communications
- Knowledge of Church of England organisation and processes

Personal Attributes

All essential

- A sympathy with the beliefs and mission of the Church of England
- Emotionally mature and able to deal sensitively with a wide range of people – church members and the general public
- A capacity to work on your own and as part of a team, confident to take appropriate initiative
- Able to foster good relationships with and between others
- The ability to handle multiple tasks, prioritise and work to deadlines
- A commitment to open and honest communication
- The ability both to give and receive constructive feedback