

## PERSON SPECIFICATION

### District Office Administrator

Attributes	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	A minimum of 5 GCSE passes/or equivalent, C or 4 or above to include English and Maths.	Educated to A level or an equivalent qualification in a relevant field.	Q/A
	Proven competency in Microsoft office suite.	Intermediate or advanced level.	Q/A/I
<b>Proven Ability</b>	Experience of providing high level administrative support and prioritising workloads.		A/I
	Ability to manage and prioritise emails.		A/I
	Ability to work independently and as part of a team.		A/I
	Meticulous attention to detail and accuracy in all tasks.		A/I
<b>Knowledge &amp; Skills</b>		Knowledge of GDPR principles and practice.	A/I
		Experience of work with Zoom/Teams communication systems.	A/I
	Understanding the importance of confidentiality and data security.		A/I
<b>Special Qualities or Aptitudes</b>	Excellent communication skills – both verbal and written with a warm approach to others.		A/I
	A willingness to respond spontaneously as situations arise.		A/I
<b>Any Other Requirements</b>	Sympathetic to the Christian faith.	An understanding of Methodist procedures, Circuit and Connexional structures and personnel.	A, I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)