

THE METHODIST CHURCH – LIVERPOOL DISTRICT
PERSON SPECIFICATION FOR CHAIRS PERSONAL ASSISTANT
(DISTRICT ADMINISTRATOR)

ATTRIBUTES	ESSENTIAL	DESIRABLE	TESTED BY
1 Education and Training			
1.1 Good standard of education (minimum GCSE Grade C or equivalent in English and Maths).	E		Q
1.2 Relevant office skills qualifications		D	Q
2 Relevant Experience			
2.1 Experience of office administration, including the ability to maintain the Chair’s diary, enhance administrative efficiency among District Officers, and to maintain relevant systems and records with accuracy and efficiency.	E		I, R
2.2 Experience of “maintaining data to enable quick and accurate production of group lists, email addresses etc.”	E		I
2.3 Experience of, or familiar with, conducting research via the internet and communicating using email, mailing software and social media.	E		I, R
3 Special Knowledge and Skills			
3.1 Good oral and written communication skills to write letters, emails, reports, deal with telephone enquiries.	E		I
3.2 Developed skills in word processing; spreadsheets and electronic mail (general and bulletins etc.)	E		I, R
3.3 Ability to work with appropriate data management tools including contact management systems.		D	
3.4. Ability to work to deadlines and manage competing priorities	E		I, R
3.5 Ability to maintain District website and social media – or capacity to learn within 3 months of appointment.	E		I, R

4 Special Qualities or Aptitudes			
4.1 Able to work flexibly as part of a small team	E		R
4.2 Able and willing to work alone for periods of time without close supervision	E		I, R
4.3 Understanding and agreement with the principles of equality, diversity and inclusion, and an awareness of unconscious bias.	E		I
5 Any Other Requirements			
5.1 Willingness to participate in flexible patterns of working when required	E		I, R
5.2 Able to relate to a wide range of people and respond diplomatically and sensitively when required. Able to inspire trust and to keep confidences when necessary.	E		R
5.3. Knowledge of the structures of the Methodist Church.		D	I, R
5.4 In sympathy with the aims of the Methodist Church	E		I, R

Methods of testing: A = Application form, I = Interview, Q. Proof of qualifications, R. References