



## PERSON SPECIFICATION

### Circuit Administrator

Lay Employee in West Pennine Moors Circuit based at Wesley Hall Methodist Church, Blackburn.

| Attributes                            | Essential   | Desirable                | Method of Assessment |
|---------------------------------------|---|--------------------------|----------------------|
| <b>Education &amp; Training</b>       | Educated to GCSE level or equivalent experience in Maths, & English & ECDL              |                          | Q                    |
|                                       | Be willing to work towards a First Aid qualification                                    |                          | A, I                 |
|                                       |   | First Aid qualification. | A                    |
|                                       | Willingness to undertake further training at the request of the Superintendent Minister |                          | A, I                 |
| <b>Proven Ability</b>                 | Supportive of the Christian ethos of the Methodist Church                               |                          | A, I                 |
|                                       | Proven ability, personal or professional of working with communities / individuals.     |                          | A, I                 |
|                                       | Experience as a skilled office practitioner used to supervising staff or volunteers     |                          | A, I                 |
| <b>Special Knowledge &amp; Skills</b> | Strong attention to detail, well organised  |                          | A, I, R              |
|                                       | Ability to develop effective working relationships with colleagues and service users.   |                          | I, R                 |
|                                       | Excellent interpersonal communication skills both written and oral                      |                          |                      |
|                                       | Accuracy in record keeping, including finance   |                          | A, I                 |

## CIRCUIT ADMINISTRATOR: PERSON SPECIFICATION

|                                       |  |  |                 |
|---------------------------------------|--|--|-----------------|
|                                       | and statistical data, with an understanding of data protection.  |  |                 |
|                                       | Ability to present information to groups/meetings & committees   |  | A, I            |
|                                       | Confident IT skills including the ability to use Microsoft Office suite: Word, Powerpoint, Excel and Publisher.                              |  | A, I            |
|                                       | Strong planning skills with ability to work autonomously and manage & prioritise workloads   |  | I               |
|                                       | Familiarity with the Methodist Church Practices  |  | A, I            |
| <b>Special Qualities or Aptitudes</b> | Able to motivate self and others with an ability to set goals and work without direct supervision, managing multiple and changing priorities |  | A, I            |
|                                       | Able to contribute effectively to a team, make decision and take the initiative as appropriate   |  | I               |
|                                       | Experience of dealing with matters of a confidential nature with sensitivity, compassion and discretion.                                     |  | I               |
| <b>Any Other Requirements</b>         |  | Practising Christian or sympathy with Christian Values | I               |
|                                       | Satisfactory Enhanced Disclosure from the Disclosure & Barring Service   |  | DBS Application |

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