



ADMINISTRATOR

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
Essential		
1.1	Skilled in the use of Microsoft Office	CV/Interview
1.2	Excellent interpersonal and communication skills – verbal and written	Interview
1.3	Skilled in the use of social media, website editing, and audio-visual presentation	CV/Interview
1.4	Understanding of GDPR and its implementation	CV/Interview
Desirable		
1.5	Awareness of Health and Safety/Child Protection	CV/Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
Essential		
2.1	An awareness of church administration within the Church of Scotland (Session, Presbytery, General Assembly)	CV
2.2	Experience of leadership/organisation of Christian groups or events	CV/Interview
Desirable		
2.3	Current Full First Aid Certificate	CV
2.4	Driving Licence	CV
2.5	Experience of Kirk Session/Presbytery/General Assembly meetings/structures	CV

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
Essential		
3.1	High degree of accuracy in record keeping and written documents	CV/Interview
3.2	Ability to work under pressure	CV/Interview
3.3	Ability to work without direct supervision	CV/Interview
3.4	Ability to prioritise own workload	Interview
Desirable		
3.5	Ability to take initiative and complete additional tasks	CV/Interview

4. PEOPLE

No.	Description	Method of Assessment
Essential		
4.1	Strong interpersonal skills with an ability to work with people at all levels.	Interview
4.2	Ability to work on your own as well as part of a team	CV
Desirable		
4.3	Experience of pastoral care duties within a church context	CV/Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
Essential		
5.1	Willingness to be flexible in terms of working hours, this could include occasional weekends and evenings	Interview
5.2	Able to handle personal and confidential information sensitively	Interview
5.3	A strong commitment to the vision statement of Bellie and Speymouth Church	Interview

As the post will entail close work with the minister, administration of church groups, involvement with confidential pastoral situations, and planning meetings with the staff team/Kirk Session, it is an occupational requirement in terms of the Equality Act 2010 that job applicants must have a personal commitment to the Christian faith.