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| **Requirement** | **Essential or desirable?** | **How assessed?** |
| **Experience*** Experience of working in similar role
* Experience of church ministry/mission
* Experience of word processing, spreadsheets and general IT competence.
 | DesirableDesirableEssential |  CV and interviewChurch reference & interview |
| **Understanding*** Sympathetic to the ethos of the Christian church
 | Essential | Interview |
| **Skills and competencies*** Excellent interpersonal communication written and oral
* Strong attention to detail
* General office and clerical skills
* Confident IT skills
* Strong planning and organisational skills
* Ability to work flexibly
 | EssentialEssentialEssentialEssentialEssentialEssential | CV and interview |
| **Personal attributes*** Sensitive listener
* Experience of dealing with matters of confidentiality
* Ability to make decisions and take initiative
* Motivated to deliver high quality output
* Ability to manage the unexpected
* Enjoy learning and new experiences
* A good team member
 | EssentialEssentialEssentialEssentialEssentialDesirableEssential | Reference and interview |
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