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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. | Desirable  Desirable  Essential | CV and interview  Church 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 | Essential  Essential  Essential  Essential  Essential  Essential | 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 | Essential  Essential  Essential  Essential  Essential  Desirable  Essential | Reference and interview |
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