

Requirement	Essential or desirable?	How assessed?
Experience <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Sympathetic to the ethos of the Christian church 	Essential	Interview
Skills and competencies <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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