

PERSON SPECIFICATION

Post: Circuit Administrator

Lay Employee in East Lincolnshire Circuit

Attributes	Essential	Desirable	Method of Assessment
Education and training	Good literacy and numeracy skills		Q/A
Proven ability	Experience of working in an administrative role		A/I/R
	Proven ability to work independently; to be self-motivated and proactive.		A/I/R
	Good interpersonal skills		A/I/R
Special Knowledge and Skills	Confident and competent in computer skills (including use of word processing /spreadsheets/ presentation software)		A/I/R
	Confident with email and internet		A/I/R
	To be able to work with, and maintain, confidentiality		A/I/R
		Ability to maintain website and/or willingness to undertake training in this area	A/I/R
		Experience of financial administration	A/I/R
		Understanding of working within GDPR framework	A/I/R
		Experience of taking minutes for meetings	A/I/R
		Understanding of Safeguarding issues	A/I/R
Special Qualities or Aptitudes	Reliable, adaptable and flexible		A/I/R
	To be in sympathy with the ethos and purposes of the		A/I

	Methodist Church		
		An understanding of Circuit structures and personnel	A/I
	Some understanding of Methodist procedures		A/I
	Able to communicate effectively in writing and verbally.		A/I/R
Any Other Requirements	Satisfactory Enhanced Disclosure from the Disclosure and Barring Service		DBS application

Method of Assessment A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts), R – Reference