**Parish Administrator – Person Specification**

**Essential**

* A warm and engaging manner, able to relate well to people internally and externally and to foster good relationships with staff and Church officers, other regular contacts and volunteers.
* Excellent organisational skills, administrative experience, and a keen eye for detail.
* Ability to understand and implement policies.
* High levels of self-motivation.
* Strong communication skills, both in written and non-written form.
* Ability to handle sensitive enquiries with care and discretion.
* Excellent IT skills including use of Microsoft OneDrive, Word, Excel, Dropbox, and social media.
* Ability to work independently, and as part of a team.
* Up to date DBS certificate.

**Desirable**

* Some understanding of the structures of the Church of England.
* Familiarity with operating a broader set of digital communications systems, including updating content on YouTube and Church Website.

If you do not meet all of the above criteria, but feel that this position might be for you, please contact the Rector, Rob ([robertglenny@gmail.com](mailto:robertglenny@gmail.com)) for a conversation.