



Parish Administrator

Person Specification

Criteria	Essential	Desirable
A good standard of English, with high standards of accuracy and attention to detail.	✓	
Excellent communication and written skills	✓	
Ability to work alone and as a team in consultation with the vicar and manage own time. The confidence to use own initiative but to know when to seek advice.	✓	
Sympathetic to the values of the church and parish	✓	
An understanding and knowledge of church worship and ministry, and the structure of the Church of England, or the willingness and ability to learn quickly.		✓
To be a good listener, able to deal with different personalities and circumstances appropriately and with sensitivity. To be able to respect matters of confidentiality.	✓	
Strong organisational skills, with a systematic approach to problem solving.	✓	
The ability to multi-task within a demanding office environment and to manage a high level of enquiries.	✓	
Committed to high standards of quality.	✓	