

Church Administrator Person Specification

The post-holder must have a commitment to and a passion for the Christian vision and mission of St Leonard's and St Peter's Churches.

Essential

- Excellent written and oral communication skills.
- A warm and friendly manner both face to face and on the phone.
- Attention to detail.
- A flexible and 'can do' approach.
- Excellent organisational skills with the ability to prioritise, managing a wide and varied workload.
- Ability to plan for and work to deadlines.
- Excellent IT competence across a range of platforms and programmes.
- Good record keeping skills with a high degree of accuracy.
- A team player, committed to the flourishing of the whole staff team.
- Self-motivated and able to work independently.
- Ability to maintain and develop efficient administrative systems.

Desirable

- Understanding of the Church of England Parish procedures and systems.
- Experience of Google Suite.
- Website content editing and social media skills.