

# **ST MARK'S CHURCH, REIGATE**

## **PERSON SPECIFICATION FOR PARISH ADMINISTRATOR**

### **IT**

- Skilled in the use of Microsoft Office software (i.e. Word and Excel).
- Ensure we conform to GDPR requirements for holding information securely as per role as Data Controller for the Parish.
- Competent in the production of simple spreadsheets, charts and tables and the design and printing of service booklets, posters and associated material.
- Competent in the production of letters using mail merge.
- Willing to develop skills in using church-related software, maintaining and managing a dedicated online information account (iKnow), Visual Liturgy, email plus Facebook and Website (Church Edit), with assistance of volunteers.

### **PERSONAL QUALITIES**

- Able to welcome all visitors, warmly and manage relationships with tact and sensitivity, being particularly cognisant of the service that St Mark's provides to the local community and its congregation.
- Able to demonstrate excellent communication skills, face to face and via telephone, with mature knowledge of the written word, an ability to write letters and compose emails from basic information.
- Well-organised, able to work on own initiative and to work alone at times.
- Skilled in prioritising and managing a diverse workload with competing demands.

### **OTHER SKILLS**

- Able to work closely in partnership with the Vicar, Curate, Churchwardens and members of the Ministry Team.
- Have confidence to suggest and implement improvements to existing processes.
- Flexible and able to adapt to the changing needs of the role if necessary.
- Able to communicate clearly and appropriately with others in the church community, who may be volunteers, vulnerable or seeking information.
- Comfortable to be a focus for communication and information within the parish whilst at the same time respecting the confidential and sensitive nature of much church work.

### **LOCATION**

The work will be based in the church vestry, where all necessary equipment is provided.

### **HOURS OF WORK**

20 hours per week to be paid at a rate of £11 per hour. Precise timetabling of the hours is open to some negotiation but will consist of set 'core' hours for the office to be open.