

# Circuit Administrative Support Officer Person Specification

## The postholder will ...

... be someone who has an empathy with what we want to achieve.

... have particular skills in administrative and secretarial work that reflect modern working practices.

... be able work in a team and with volunteer trustees while being capable of working on their own initiative.

... like to follow good practice while loving the challenge of finding creative ways to solve new problems.

... be proud of what they achieve and know that there is more to learn.

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level with Maths and English at Grade C or above, or equivalent.	A level/degree level qualification.	Q
	Willingness to undertake ongoing training relevant to the role.		A, I
Proven Ability	Work background as a secretary or in administration.	Financial administration	A, I
	Able to maintain records, both paper and electronic, in a structured, secure and organised manner.		A, I
Special Knowledge & Skills	Able to use IT with confidence.		A, I
	Good interpersonal and communication skills, both verbally and in writing.		A, I, W
		Numerical skills and the ability to use spreadsheets.	A, I
Special Qualities or Aptitudes	Able to work flexibly (times and location may need to vary) to accommodate different work priorities.		I

	Prepared to work alone and work on own initiative, but also consult with and involve other individuals and groups so all parties are informed.		I
	Able to create and maintain good relationships with a diverse range of people.		I
	Able to solve problems, make good judgements and decisions yet recognise when there is a need to ask for assistance.		I
Any Other Requirements	Willingness to accept the ethos of working within a charitable organisation and principles of Methodism.	Understanding of the Methodist Church and its systems and processes.	A, I
	Understanding of the need of confidentiality.		A, I
		Full driving licence and access to a vehicle to be able to attend churches across the Circuit.	Q, A, I
	Satisfactory Disclosure and Barring service check. [IF REQUIRED]		Q

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)