

CHRIST CENTRAL

PERSON SPECIFICATOIN: Christ Central Church Administrator

	Essential	Desirable	Evidenced by
Knowledge & Experience:	<p>Proven experience (2yrs+) working within an administrative context</p> <p>Possess significant organisational skills sufficient to operate the weekly schedule and tasks of a busy office</p>	<p>Understanding of administration requirements within the church/charity sector</p> <p>Have experience working with and coordinating volunteers</p>	Cover letter, CV, Interview
Technical Proficiency:	<p>Proficient user of IT system</p> <p>Ability to learn new systems</p> <p>Strong numerical skills</p>	<p>Familiar with Microsoft 365, ChurchSuite, ExpensePlus</p> <p><i>(These systems are highly intuitive and easy to pick up)</i></p> <p>Some financial administration or reconciliation experience</p>	Cover letter, CV, Interview
Communication Skills:	<p>Possess strong interpersonal skills and the ability to communicate effectively with a wide range of people – church members, staff, volunteers, visitors, room-hire users, the vulnerable, young and old - in person, in writing and over the phone, in a disciplined manner and exercising sound judgement</p> <p>Good and active listener</p>		Interview

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Personal Attributes / Character:	<p>Methodical and detail orientated</p> <p>Creative problem solver</p> <p>Reliable & punctual</p> <p>Self-starter and with proven ability to manage own priorities</p> <p>Proven ability to deliver to deadlines and service competing demands</p> <p>A team player with a 'can-do' attitude</p> <p>Be experienced in dealing with vulnerable people and maintaining confidentiality</p>	<p>Thrives within a flexible working pattern</p> <p>Passionate about the vision and values of Christ Central</p>	<p>Cover letter, CV, Interview</p>
Occupational Requirements	<p>As a core member of the church team and an important part of our welcome and pastoral response, there is an occupational requirement for the postholder to be a practicing Christian who agrees with our statement of faith</p>		

MAIN TERMS AND CONDITIONS

HOURS: The post is full time. Annualised Hours or Term Time weighting may be possible.

SALARY: £25,000-£27,500

WORKBASE: Primarily Office based at 3 London Road, Redhill. Some home-working may be possible.

HOLIDAYS: 30 working days per annum, plus statutory bank holidays, pro rata

PENSION: Christ Central Redhill will make a pension contribution of 8% of annual salary to a designated pension scheme