

Person Specification

Person specification	Essential	Desirable
A committed Christian with a personal, living faith in Jesus.	✓	
A commitment to the vision, values and mission of Fetteresso Church.	✓	
Willing to participate in the worshipping life of Fetteresso.	✓	
Able to articulate how their Christian faith shapes their approach to work, relationships and service.	✓	
Warm, welcoming and able to build positive relationships with people of all ages and backgrounds.	✓	
A positive role model who demonstrates integrity, compassion and emotional maturity.	✓	
Friendly, approachable and able to communicate the welcome and ethos of the church to visitors and the wider community.	✓	
Organized, reliable and able to manage competing priorities effectively	✓	
Excellent written and verbal communication skills.	✓	
Competent using Microsoft Office, email, databases and digital communication platforms.	✓	
Able to maintain confidentiality and exercise good judgement when handling sensitive information.	✓	
Flexible, adaptable and able to work collaboratively as part of a staff and volunteer team.	✓	
Experience in an administrative, office management or customer service role.	✓	

Person Specification (cont.)

Person specification	Essential	Desirable
Experience managing office systems, records and databases.	✓	
Experience preparing newsletters, publications, websites or social media communications.	✓	
Experience working within a church, Christian charity or voluntary organisations.		✓
Experience supporting the administration of events, volunteers or community activities.		✓
Competent with digital tools, communication platforms, and social media.	✓	
Experience working effectively in a team setting.	✓	
Good understanding of safeguarding, boundaries and the wellbeing needs of all.	✓	

This post carries an Occupational Requirement under Schedule 9 of the Equality Act 2010 for the postholder to be a practising Christian.

The Church Office and Mission Administrator is a visible representative of Fetteresso Church and plays a key role in supporting and communicating the church's ministry and mission. As the first point of contact for many visitors and enquirers, the postholder is expected to uphold and actively support the Christian ethos, values and witness of the church in the course of their work.