**PERSON SPECIFICATION**

**Job Title: Church Secretary**

**Church:** Methodist Central Hall Westminster

| | Essential | Desirable | Method of Assessment |
|---|---|---|---|
| **Education & Training** | | | |
| Minimum GCSE level in English and Maths | x | | P |
| MS Team and MS Office 365 suite | x | | I |
| Touch typing | | x | W |
| **Proven Ability** | | | |
| • Excellent IT skills are required, and the postholder will be proficient in running computer software programmes required by the work of the Office – including MS Office 365, MS Teams, Zoom, etc. | x | | I |
| • Be able to quickly master the skills necessary to run the ChurchSuite database used by the Church, and ideally will have experience of database management. | x | | I |
| • Be professional, polite and able to embody the ethos of a church office dealing with many and various requests from diverse groups of people. | x | | I |
| **Special Knowledge & Skills** | | | |
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| **Any Other Requirements** | | | |
| • Expected to attend the monthly staff meeting, which includes the sharing of any personal or pastoral concerns, prayer for the work of the church, and communicating with the team about work flows and shared projects. | x | | I |

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

*(We reserve the right to assess any other aspects of the role in a format not previously described)*