

TEMPORARY ADMINISTRATOR AND EVENTS FACILITATOR

PERSON SPECIFICATION

Job Title: Temporary Administrator and Events Facilitator

At the Methodist Church at Coventry Central Hall

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent, including A-C in Maths and English		A, Q
	IT skills: competent in using Word, Excel , email and social media	NVQ Level 2 or equivalent	A,Q
		Marketing skills: ability to use various mediums and platforms to market the conference centre and events.	A, Q, I
Proven Ability	Proven ability to communicate professionally, courteously and effectively with clients, church members and staff both verbally and in writing		A,I
	Customer service skills		A,I
Special Qualities or Aptitudes	Willingness to work in sympathy with the ethos of the Methodist Church at Coventry Central Hall	Understanding of church life and the groups which use the premises	A, I
	Willingness, when required, to have the motivation to work alone, without supervision and using own initiative.		A,I
	Able to work flexibly to meet		A, I

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	the needs of the Conference Team and to meet deadlines set.		
	Willingness to set up rooms to required specifications of clients which will include moving furniture		A, I
	Satisfactory Enhanced disclosure from the Disclosure & Barring Service		DBS Application

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)

Last Date Modified: July 2021