

## PERSON SPECIFICATION

**Job Title:** Voluntary Personal assistant to the Minister

at the Methodist Church at Coventry Central Hall

| Attributes                            | Essential   | Desirable  | Method of Assessment |
|---------------------------------------|---|--|----------------------|
| <b>Education &amp; Training</b>       | Educated to GCSE level or equivalent, including A-C or at least level 5 in Maths and English  |  | A, Q                 |
| <b>IT Competency</b>                  | Intermediate Level Word, Excel and Outlook, Google Calendar and Doodle Poll   | Advanced Level Word and Excel.                                     | A,Q                  |
| <b>Data processing</b>                | Basic accuracy and speed in database entry.   |  | A,Q                  |
| <b>Communications</b>                 | Proven ability to communicate professionally, courteously and effectively with visitors, church members and circuit staff both verbally and in writing. |  | A,I                  |
| <b>Special Qualities or Aptitudes</b> | 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 work alone, without supervision and using own initiative   |  | A,I                  |
|                                       | Able to work flexibly to meet the needs of the Minister   |  | A, I                 |
|                                       | Confidentiality is essential  |  | A, I                 |
| <b>Safeguarding</b>                   | 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:** April 2022