

PERSON SPECIFICATION

POST TITLE Administrator (Connect)

DEPARTMENT Connect

	Essential	Desirable
Education and training	<ul style="list-style-type: none"> a) 5 GCSEs at Grade C or above, including Maths and English (or equivalent) b) 2 A-levels (or equivalent relevant training) 	<ul style="list-style-type: none"> a) Admin qualifications / training

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) Using own initiative to complete tasks b) Producing and maintaining accurate and detailed information c) Working as part of a team d) Managing various tasks and priorities to deadlines 	<ul style="list-style-type: none"> a) Working with a database b) Supervising volunteers

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> a) Microsoft Outlook, Word, PowerPoint & Excel 	<ul style="list-style-type: none"> a) Health & Safety b) Risk Management c) Data Protection

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent written and oral communication skills b) Excellent organisational skills c) Excellent administrative skills d) Good interpersonal skills e) Ability to prioritise and achieve deadlines f) Ability to maintain confidentiality g) Accuracy and attention to detail, particularly when working to tight deadlines h) Excellent computer literacy and ability to learn how to use unfamiliar systems 	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Committed Christian b) Adhere to the vision and values of KingsGate c) Willingness to work in a flexible manner d) Willingness to serve others e) Initiative and enthusiasm f) Positive and friendly manner with a 'can-do' approach g) Willingness to work non-standard hours when necessary h) Commitment to equality & diversity 	

This person specification was reviewed by the Associate Pastor to the Head of Connect in July 2021.