

PERSON SPECIFICATION

POST TITLE Administrator (Connect)

DEPARTMENT Connect

| | Essential | Desirable |
|-------------------------------|---|------------------------------------|
| Education and training | a) 2 A-levels (or equivalent relevant education / training) | a) Admin qualifications / training |

| | Essential | Desirable |
|----------------------------|--|---|
| Relevant experience | 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 | a) Working with a database b) Supervising volunteers |

| | Essential | Desirable |
|------------------|--|--|
| Knowledge | a) Microsoft Outlook, Word, PowerPoint & Excel | 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 Assistant Head of Communications and Weekend Services in November 2022.