

PERSON SPECIFICATION

POST TITLE

Administrator (Connect, Volunteers and Weekend Services)

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 or volunteering in an administration-focussed role b) Working with a database c) Supervising volunteers

	Essential	Desirable
Knowledge	a) Excellent knowledge of Microsoft software applications, including Word, Excel, and Outlook	b) Health & Safety c) Risk Management d) Data Protection

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent administrative skills b) Excellent written and oral communication skills c) Excellent organisational skills d) Good interpersonal skills e) Excellent time-management and 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 August 2023.

