

**Personal Assistant to the
Superintendent Minister**

PERSON SPECIFICATION



| | Essential | Desirable | Method of Assessment |
|--|-----------|-----------|----------------------|
| Education & Training | | | |
| Educated to GCSE level or equivalent | X | | A, Q |
| Prior experience in a PA, secretarial or administrative role | X | | A, I |
| A formal qualification in office/administration | | X | A |
| Proven Ability | | | |
| Administration and office skills, including correspondence, filing, scheduling and administering meetings | X | | A, I |
| Experience in church or charity administration | | X | I |
| Strong organisation, with an ability to manage diaries and logistics | X | | A, I |
| Ability to work both independently and collaboratively in a team with the Superintendent Minister and others | X | | A, I |
| Ability to use ICT, with a proficiency in Microsoft Office and digital platforms (Zoom, Teams) | X | | A, I |
| Ability to handle multiple tasks and prioritise work as required | X | | |
| Capable of dealing with confidential and sensitive information appropriately and use discretion | X | | |
| Knowledge & Skills | | | |
| Strong communication skills, both in person and in writing | X | | A, I |
| Inter-personal skills, able to relate to and communicate effectively with a wide range of people | | X | A, I |
| High level of accuracy & attention to detail | X | | A, I |
| Self-motivation with an ability to work on own initiative | X | | A, I |
| Understanding of GDPR & data management principles | | X | A, I |
| Able to deal with both routine events and emergencies with equilibrium and confidence | | X | A, I |
| Any Other Requirements | | | |
| Satisfactory Standard disclosure from the Disclosure & Barring Service | X | | A, I |
| Willingness to comply with Safeguarding requirements and undertake Safeguarding training | X | | I |

| | | | |
|--|---|---|------|
| Understanding and upholding of the principles of Equality, Diversity and Inclusion | | X | I |
| Sympathy with the aims and principles of the Methodist Church | X | | A, I |
| Understanding of the Methodists Church's structure and practice | | X | A, I |
| Willingness to undertake appropriate training as required | X | | I |

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

Last Date Modified: April 2021