Person Specification

Administrator – Christ Church Crouch End

As the successful candidate, you will be able to demonstrate the following skills and values:

- A role model for godly Christian values.
- Highly motivated and enthusiastic with a 'can-do' attitude.
- A team player who can work as part of a dynamic, growing church.
- The ability to deal with a variety of people sensitively, courteously and in confidence.
- The ability to work calmly and efficiently under pressure and with the ability to deal with the unexpected.
- The ability to work pro-actively and independently with initiative.

- Strong interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel) and electronic filing systems.
- Experience working in an administration role, including excellent organisational skills.
- Excellent attention to detail.
- Some experience in database management and an understanding of how to implement GDPR.
- Competent to implement new processes and systems.

- The ability to prioritise and manage multiple tasks and meet strict deadlines.
- The ability to manage and appropriately prioritise reactive tasks as well as implementing routine tasks on a weekly, monthly and annual basis without supervision.
- The ability to think creatively, in order to be able to recommend to the Vicar how the new role might be shaped and developed to meet the needs of the church and promote the vision of the church for the local community.