

# The **Methodist Church** **Northampton District**



## DISTRICT ADMINISTRATOR – PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge</b>		
Computer literate with a good working knowledge of Microsoft Office, Word, Excel and Publisher.	<b>X</b>	
Office systems and procedures.	<b>X</b>	
Information management systems and the associated legislation surrounding them.	<b>X</b>	
Knowledge of safeguarding matters.	<b>X</b>	
<b>Experience</b>		
Using IT systems and packages, in particular Microsoft Office.	<b>X</b>	
Working as part of a team and on own initiative.	<b>X</b>	
Responding to queries and simple problem solving.	<b>X</b>	
Setting up and maintaining manual and electronic filing systems.	<b>X</b>	
Diary management and appointment booking using manual and computerised systems.	<b>X</b>	
Practical experience of working in a busy office environment.	<b>X</b>	
Experience of minute taking and accurate recording of meetings.		<b>X</b>
Familiarity with the issues confronting people with learning disabilities and mental health needs, gained through personal contact or experience in a similar setting.	<b>X</b>	
Experience of Safeguarding issues in a church setting.		<b>X</b>
<b>Qualifications</b>		
Intellectually robust with a good standard of education	<b>X</b>	
GCSE grade A, B or C or equivalent in English and Mathematics.		<b>X</b>
IT qualification – e.g. European Computer Driving Licence standard		<b>X</b>

**Chair of District:** Rev'd Canon Helen Cameron

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[www.northamptonmethodistdistrict.org.uk](http://www.northamptonmethodistdistrict.org.uk)

Charity Commission No: 1130373

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills/Aptitude</b>		
Ability to demonstrate a methodical, organised and flexible approach to work.	<b>X</b>	
Effective listening, verbal and written communication skills.	<b>X</b>	
Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships.	<b>X</b>	
Ability to plan, organise and prioritise workload to meet deadlines.	<b>X</b>	
Professional approach.	<b>X</b>	
Ability to function effectively in an environment in which interruptions take place.	<b>X</b>	
Ability to design and process a wide range of documents in accordance with instruction and house style, paying attention to detail.	<b>X</b>	
Respect for the autonomy and rights of service users.	<b>X</b>	
Ability to relate well to colleagues, and members of the public.	<b>X</b>	
Ability to maintain a high level of confidentiality and discretion at all times.	<b>X</b>	