

Person Specification

Job title	Bookings and Ministry Administrator (21 hours / week)
Department	Ministry Team
Key:	E = Essential D = Desirable

Factors	Requirement	Essential	Desirable
Experience	Administration background in a small office environment	E	
	Previously worked or volunteered within a Christian organisation		D
	Sympathy with Christian Culture	E	
Knowledge / Qualifications	Graduate or similar standard of education		D
	High standard of written and oral communication skills along with numerical literacy	E	
	Good IT skills including MS Office applications (Word, Excel and Outlook)	E	
	Understanding of databases and their application	E	
	Familiarity with Sage accounts		D
Skills / Interpersonal	Has the ability and temperament to work well within a team	E	
	Good listening skills	E	
	Excellent attention to detail	E	
	Ability to communicate effectively and engage with a broad range of people.	E	
	A calm and caring approach in interactions with guests and other team members	E	
	Has good self-awareness and exhibits flexibility, adaptability, kindness and humour.	E	
	Possesses strong organisational skills and multi-tasking ability.	E	