

PERSON SPECIFICATION

Job Title: Lambeth Circuit Governance and Administration Manager

Lambeth Methodist Circuit, London District

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to Degree Level		Yes	A/Q
Excellent standard of written and spoken English at a minimum of GCSE level Grade C	Yes		A/Q/I
Relevant qualification/experience in administration	Yes		A/Q
Proven Ability			
Excellent organisational skills, sets high standards in accuracy with the ability to work methodically and pay attention to detail.	Yes		A/I/W
Be able to work on own initiative, keep to deadlines and be self-motivated	Yes		A/I
Able to delegate and support others to achieve outcomes.	Yes		A/I
Special Knowledge & Skills			
High level of computer skills, with a good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher, Outlook)	Yes		A/I/W
Able to adapt to new systems and websites and programmes	Yes		A/I
Willingness to work as part of a team which will strive to achieve the mission of Lambeth Methodist Circuit	Yes		A/I
Ability to research in order to gain knowledge of Methodist policy and Charity Law	Yes		I/W
Any Other Requirements			
Satisfactory DBS clearance	Yes		
Able to work within the beliefs and ideas of the Methodist Church	Yes		A/I
Permission to work in the UK	Yes		Passport/ Work Visa/
Appointment will be subject to satisfactory references	Yes		

Method of Assessment: A – Application Form, I – Interview, W – Written 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)