

Clapham Methodist Church

Person Specification

Clapham Methodist Church Administrator and Property Support Worker

(Lay Employee of Clapham Methodist Church)

Attributes	Essential	Desirable	Method of Assessment
Qualifications	Minimum of grade C - 4 at GCSE or equivalent in Mathematics and English language		Q, I, A
Experience	Experience of working in a similar role	Experience of premises management	A, I, T
Knowledge & Skills	Excellent written and oral, interpersonal and communication skills		A/I
	General office and clerical skills		A, I, T
	Confident IT skills		A, I, T
	Strong attention to detail		A, I, T
	Excellent organizational skills		A, I
Safeguarding and GDPR	Knowledge of the Methodist Church's governance and administrative rules/requirements	Understanding of Safeguarding and GDPR as they relate to administration in a Church context	I
Worship and Ministry		Knowledge of the Methodist Church's worship and ministry	I
Special Qualities or Aptitudes		A committed Christian who is active in their own church	I
Other Requirements	Ability to work on your own and as part of a team		A, I
	Ability to organise yourself in order to manage your workload efficiently;		A, I
	Ability to work flexibly		A, I

Method of Assessment:

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts), T - Task