

**Person Specification PA to the Director of HR and administrator to the HR department**

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| **Attributes** | **Essential**  | **Desirable** |
| **Qualifications and Training**  | * Experience in administration
* Educated to a good general standard
 | • Can exercise common sense |
| **Experience and skills** | * Literate and numerate, with proven administrative and organisational skills
* IT literate: able accurately and effectively to handle word processing, email and editing of websites
* High level of competence with office systems: able accurately to develop and maintain an extensive filing system and reliably retrieve documents (both paper & electronic)
* Ability to prepare and produce high quality documents
* Efficient with administration
* Able to work independently in handling a diverse workload and in keeping to deadlines
* Strong verbal communications skills and ability to produce clear written records and reports;
 | * An understanding of the Church of England/parish system and the wider organisation of the diocese
* Experience of working with volunteers.
* Competence in the use of Microsoft Office, including use of Excel
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| **Personal Qualities** | * Ability to interact tactfully and sensitively with people
* Excellent communication skills (verbal and written)
* Ability to work proactively on own initiative
* Ability to work collaboratively as part of a team
* Good organisational and time management skills to manage a busy workload
* Ability to maintain complete confidentiality
* Resilience under pressure and a calm, compassionate and confident manner
* Friendly and approachable demeanour
* Ability to work flexibly
* In sympathy with the aims and objectives of the Church of England
* A person of integrity
 | * Evidence of continued learning
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January 2023