

**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 |
| **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 |

January 2023