

Person Specification: Administrator and Children's Worker

1 Qualifications	Higher Education Qualification (Degree, HND or similar)	D
	Administrative qualification	D
	Children's work qualification	D
2 Experience	Experience of church life in a local church setting	R
	Experience of working with children	R
	Experience of the Anglican congregational life	D
	Experience of church based Christian youth work	D
3 Job Related knowledge & skills	Computer literate, proficient with Word and Excel	R
	Willing to learn new software packages	R
	Able to work as part of a team, and work under own initiative	R
	Can follow procedures accurately	R
	Ability to communicate clearly and effectively with children, and adults	R
	Ability to relate to and empathise with children	R
	Awareness of issues facing children and parents	R
Able to lead a team, work as part of a team, and work under own initiative	R	
4 Personal Qualities	Evidence of a personal Christian faith	R
	Able to submit to authority of church leadership	R
	Teachable – open to ideas and opinions being changed by God and others	R
	Is a self-starter	R
	Shows respect for others	R
	Has a sense of humour	D
5 Other	Available to work at CCLH including Sunday mornings and some evenings	R
	Can commit to representing the values and priorities and aspirations expressed in our Mission Action Plan	R
	This position carries the genuine occupational requirement that the postholder is a Christian	R

Note: D = Desirable and R= Required