

Person Specification

	Essential	Desirable
Values	To be in sympathy with the values and mission of the Church of England and of Nunthorpe Parish	To enjoy participating in the life of the parish
Experience	Experience of working in an office environment.	Experience of working in a church context or other voluntary sector organisation
Skills and Attributes	Have the necessary skills in office management and in working with the public and church members. Proven ICT skills. Ability to work independently. Ability to plan, work and organise efficiently under pressure. Good handwriting	Social skills in formal and informal settings. Demonstrable verbal and written communication skills.
Attitudes	Be self motivated and able to manage own time effectively.	
Personal characteristics	Be committed to your own growth and development in the role. Willingness to be a public representative of the church. Be able to deal with confidential enquiries with care, discretion and tact.	Be able to relate to a wide cross-section of people in a warm and welcoming manner.

Details of application process:

Please apply by e-mail to the Vicar, Tessa Stephens (Tessa.stephens@btinternet.com) with letter of application and current CV, giving the names of two referees.

Closing date for applications:

Sunday 11th November 2018.

Shortlisting will be on Monday 12th November 2018 and candidates invited for interview will be contacted that day by e-mail. Interviews will be held on the morning of Thursday 15th November 2018.