



Administrator skills and attributes.

Attributes	Criteria	Essential / Desirable
Experience	<ul style="list-style-type: none"> - Attention to Detail: Strong ability to maintain accuracy and precision in tasks - Effective Administrative Skills: Proficiency in organizing and maintaining records, ensuring proper filing and accessibility. - Computer Literacy: Comfortable using various software applications, particularly skilled in utilizing word/pagers spreadsheets, databases, and relevant software. - Multitasking and Organization: Adept at handling multiple responsibilities, with the capacity to prioritize tasks to meet deadlines effectively. - Interpersonal and Customer Service Abilities: Strong skills in interacting with clients, suppliers, and colleagues, ensuring positive and efficient communication. - Clear Communication: Proficient in conveying complex concepts in understandable terms, facilitating smooth communication within the team and beyond. 	<p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge	<ul style="list-style-type: none"> - Has knowledge of safeguarding policies and procedures. - Has knowledge of the issues which are important and impact on the lives of children and young people. 	<p>Essential</p> <p>Essential</p>
Skills	<ul style="list-style-type: none"> - Able to use own initiative, plan workload effectively and show good time management. - Ability to deal with challenging behaviour or difficult personalities. - Is able to use a range of IT Packages. - A confident communicator of information to parents, carers, volunteers and Church Leaders. - Confidence in leading upfront sessions and online sessions. - Knows how to build strong, positive relationships with a diverse range of people. - Ability to connect with young people and children in a range of settings including in the community and, where appropriate detached youth work. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Spirituality and faith	<ul style="list-style-type: none"> - Has a personal relationship with Jesus and seeks God’s guidance through prayer, the Bible and the church community. - Sees the importance of unity and values the diverse Church community, the local Church and the wider expressions of Church. - Is passionate about encouraging young people to explore faith, mission and evangelism. - Wants to help young people flourish in their faith and sees the value in discipleship that leads to missional living. - Believes that we are formed in the image and likeness of God, accepted by the life, death and resurrection of Jesus and appointed by the filling and the activeness of the Holy Spirit at work in our lives. These are the three Trinitarian foundations for missional living. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

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Spirituality and faith	<ul style="list-style-type: none"> - Willing to use God-given gifts and talents to develop the youth and children's work and to work with the team in meeting the charitable objectives to equip young people to live influential lives for God in all arenas of life. 	Essential
Attitude/ Approach	<ul style="list-style-type: none"> - Promotes equality, treating all people fairly and with dignity and respect, maintains fairness with all people, is aware of the barriers people face. - Values and shows a pro-active approach with regards to equality and inclusion within children's and youth work. - A team player. - Shows resilience and tenacity and is solution-focused a self-starter and takes the initiative. - Values accountability and is open to receiving feedback and team reflection on practice. - Thinks outside the box and has an innovative and pioneering approach to youth and children's work. - Places a high level of importance on following and adhering to partner organisation's health, safety and environmental policies, procedures and regulations including risks in youth and children's work. - Prioritises safe practice including the well-being and safeguarding of children and young people, safe practice for volunteers and for themselves as a practitioner. - Self-reflective and always seeking to improve and build on past experiences. 	Essential Essential Essential Essential Essential Essential Essential Essential
Qualifications	<ul style="list-style-type: none"> - Has studied to A level or above. - Has relevant qualifications linked to the role. 	Essential Desirable
Training	<ul style="list-style-type: none"> - Can show the importance of professional and personal development. - Demonstrates relevant personal development and training linked to to the role. 	Essential Desirable
Special Conditions	<ul style="list-style-type: none"> - Must be legally entitled to work in the UK. - No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance or hold a position of trust. (An enhanced DBS check is required for this post). - Prepared to work flexible hours, which will include regular evening and weekend work. - Must have a full driving licence and the use of a car. 	Essential Essential Essential Desirable

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