



St Michael le Belfrey Church
Person Specification

Job Title	PA (Interim Priest in Charge & Operations Manager)
Qualifications	<ul style="list-style-type: none"> ● GCSEs or equivalent in English and Maths
Competencies	<ul style="list-style-type: none"> ● Excellent administration and organisational skills ● Excellent written and verbal communication skills ● Excellent diary management and scheduling skills ● Good event planning skills ● Basic budget management skills ● Accuracy and attention to detail ● Self-starting approach to independent working ● Able to prioritise own workload ● Able to work collaboratively with leaders and peers, both as part of a team and on a 1-1 basis, taking the lead or seeking advice as required ● Able to take initiative but also to follow instructions well ● Strong IT skills, preferably with knowledge of Google Suite
Experience & Knowledge	<ul style="list-style-type: none"> ● Experience in a PA, EA or other administrative support role ● Experience of handling confidential information and communications ● Experience of working or worshipping within the Church of England ● Experience of working in a dynamic, fast-paced church, public- or third-sector environment ● Basic knowledge of HR administration and practice
Personal Qualities	<ul style="list-style-type: none"> ● A follower of Jesus with a maturing Spirit-filled faith, able and willing to pray individually and with others ● A teachable person displaying the fruit of the Spirit ● Honours, lives and encourages the vision and values of The Belfrey ● Servant-hearted and humble; able to happily work in a support role from behind-the-scenes ● Professional and friendly approach towards all people ● Flexible; able to handle a full workload and a busy environment well and calmly

There is a Genuine Occupational Requirement for the post-holder to be a follower of Jesus, and a committed worshipping member of The Belfrey. The postholder must have the right to work in the UK.