

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Values</b>	To be in sympathy with the values and mission of the Church of England, Nunthorpe Parish & Stokesley Deanery	To enjoy participating in the life of the parish and Deanery
<b>Experience</b>	Experience of working in an office environment.	Experience of working in a church context or other voluntary sector organisation
<b>Skills and Attributes</b>	Have the necessary skills in office management and in working with the public and church members. Proven ICT skills e.g. MS Office, Email, social media Ability to work independently. Ability to plan, work and prioritise efficiently under pressure.	Social skills in formal and informal settings.  Demonstrable verbal and written communication skills.
<b>Attitudes</b>	Be self-motivated and able to manage own time effectively. Be confident in your decision-making ability	
<b>Personal characteristics</b>	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:

Friday 17<sup>th</sup> September 2021

Shortlisting will be on Monday 20<sup>th</sup> September and candidates invited for interview will be contacted by e-mail. Interviews will be held the following week by mutual agreement.