



DIOCESE OF
LICHFIELD



Come follow Christ in the footsteps of St Chad

**BENEFICE ADMINISTRATOR:
CAVERSWALL & WESTON COYNEY WITH DILHORNE**

PERSON SPECIFICATION

Personal Qualities

- You will be a person with a mature attitude, capable of dealing with all levels of people in a professional and friendly manner.
- You will be self-motivated, keen to learn and willing to undertake training as appropriate.
- You will be reliable and responsible, able to be confidential, and will be able to share information appropriately.
- You will be able to show initiative.
- You will be well presented.

Skills and experience

Essential

- You will possess a good telephone manner and be able to deal sensitively with people.
- You will be able to make a contribution to a team, working on your own initiative when necessary to ensure the smooth running of the office.
- You will be able to demonstrate flexibility and be willing to multi-task when necessary.
- You will be keen to learn office processes.
- You will be highly computer-literate, experienced in using IT software including MS Word, Excel and Publisher, and be experienced and confident in using email and the Internet.
- You will have recent relevant qualifications and/or employment experience which fits well with this role.
- You will be sympathetic to the Christian ethos of our organisation and committed to furthering the life and work of our United Benefice.

Desirable

- You may have a full driving license and access to your own transport.

We are committed to Safer Recruitment, and this appointment is subject to a DBS check and completion of a Lichfield Diocese Confidential Declaration, plus satisfactory references