**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /** **Desirable** | **A / I** |
| 1 | **Qualifications** |  |  |
| 1.1 | Secretarial qualifications and/or equivalent work experience. | Essential | A |
| 2 | **Experience** |  |  |
| 2.1 | PA and administrative experience reporting to a senior manager.  | Essential | A & I |
| 2.2 | Experienced in dealing with people at all levels | Essential | A & I |
| 2.3 | Experience of working in a complex organisation. | Essential | A & I |
| 2.4 | Experience of administering parochial appointment processes.  | Desirable | A & I |
| 2.5 | Conference and/or large event planning and administration | Desirable | A & I |
| 3 | **Knowledge** |  |  |
| 3.1 | Ability to administer office systems and procedures for senior managers. | Essential | A & I |
| 3.2 | GDPR and Data Protection legislation.  | Desirable | A |
| 3.3 | Understanding of, and interest in, the ministry and responsibilities of the Archdeacons, and their role in helping to lead the Diocese.  | Desirable | A & I |
| 3.4 | Knowledge of the Church of England at Parish, Deanery and Diocesan levels | Desirable | A & I |
| 4 | **Skills** |  |  |
| 4.1 | Excellent communication including friendly telephone manner, showing diplomacy, courtesy and firmness as appropriate. | Essential | A & I |
| 4.2 | Typing/Word Processing to RSA III or equivalent, and minute taking. | Essential | A & I |
| 4.3 | Proficiency with Microsoft office including spreadsheets and databases. | Essential | A & I |
| 4.4 | Planning, prioritising and organizational skills | Essential | A & I |
| 4.5 | Ability to draft correspondence and other documents paying attention to detail. | Essential | A & I |
| 4.6 | Ability to show initiative and work with minimal or no supervision. | Essential | A & I |
| 6 | **Personal Attributes** |  |  |
| 6.1 | Ability to maintain a high degree of confidentiality. | Essential | A & I |
| 6.2 | Sympathetic to the ethos and objectives of the Church of England and the Diocese of Durham. | Essential | A & I |
| 6.3 | Able and willing to travel within the diocese. | Essential | A & I |