# Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Educated to an appropriate level
 | * Administrative qualification
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| **SKILLS REQUIRED** | * Administrative experience
* Comfortable and confident in an administrative role, working with staff at all levels of the organisation
* Excellent organisational skills and attention to detail
* Good time management skills
* Ability to work under pressure
* Ability to manage work for different stakeholders simultaneously
* Excellent telephone manner and ability to use the medium of email well
* Numeracy skills: Integrity with financial figures and ability to track and work within a budget
* Ability to explain and answer queries on behalf of the Churches with confidence, enthusiasm, Christian love and integrity;
* Excellent oral and written communication skills
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| **RELEVANT EXPERIENCE** | * Excellent use of Microsoft suite of office programmes
* Working in an office environment
* An understanding of how independent churches function
* Understanding of expenses
* Use of database systems
 | * Working in a ministry environment
* Working for people who are in different geographic locations
* Understanding budgets
* Ability to use MS Teams
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| **PERSONAL QUALITIES / ATTITUDE** | * Commitment to FIEC’s Mission and core values
* Flexible and adaptable approach
* Ability to work well in a team with a servant-hearted, can-do attitude
* Able to work proactively and independently, able to seek advice or direction as needed
* Good interpersonal skills
* Able to exercise tact and diplomacy in dealing with pastors and churches
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| **SPECIAL REQUIREMENTS**  | * Member or regular attender of an evangelical church
* Committed Christian, in agreement with FIEC’s Doctrinal Basis and comfortable with the ethos statements adopted by our family of churches
* The ability to work flexibly and outside normal office hours when occasionally required for conferences.
 | * Member of an FIEC church
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