# Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Educated to an appropriate level | * Administrative qualification |
| **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 |  |
| **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 |
| **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 |  |
| **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 |