**Church Administrator Person Specification**

rev Aug 2019

Essential and desirable knowledge, skills and abilities needed to successfully undertake the role.

* Computer skills: competent at using Microsoft Office, social media (Facebook/Instagram), updating websites, Basecamp, excel spreadsheets, Mailchimp, Soundcloud and iTunes.
* Administration skills to facilitate project management of church events and church life.
* Interpersonal skills to effectively work collaboratively with staff, volunteers and members of the public.
* Basic finance management skills to support church accountant including but not limited to banking, paying bills, running payroll, inputting invoices into accounting software and monthly reporting to the trustees.
* Basic food hygiene and preparation skills and knowledge to support Vine Conference Centre as required.
* Basic Health and Safety knowledge for the setting up of the church building ready for the public on Sunday mornings.
* GDPR knowledge to ensure GDPR guidelines are adhered to and implemented at all times.
* Basic cleaning and organisation skills to keep main office clean, tidy and ordered and weekly cleaning of pastor’s office.
* Sales skills to support sales of Vine Conference services as required.
* Flexibility: able to work evenings, Sunday mornings and weekends as required.
* Ability to work with a diverse community.