

CHURCH OF IRELAND
DIOCESE OF DOWN AND DROMORE
PERSON SPECIFICATION

Title of Post: Diocesan Administrative Officer Part Time (22.5 hours per week)
Location: Church of Ireland House, Donegall Street, Belfast
Salary: Will be in the range of £16,000 to 18,000 p.a. (pro rata)

| | ESSENTIAL |
|---------------------------------------|--|
| QUALIFICATIONS & TRAINING: | <ul style="list-style-type: none"> • At least 3 years' clerical/administrative experience within the last 5 years AND either <ul style="list-style-type: none"> - 5 passes (including English or English Language) at GCSE or equivalent, OR - NVQ Level 2 in Administration, OR - OCR stage II Text Processing (part 1) PLUS OCR Typing/Word Processing (part 2) or equivalent <p><u>OR</u></p> <ul style="list-style-type: none"> • A minimum of 5 years' experience within the last 8 years in a similar role |
| KNOWLEDGE: | <ul style="list-style-type: none"> • Knowledge of the structures locally of the Church of Ireland • Knowledge of the parishes, clergy and key people in the Diocese of Down and Dromore • Understanding of effective office management processes |
| EXPERIENCE: | <ul style="list-style-type: none"> • Experience of creating and maintaining manual and computerised filing systems • Experience of organising meetings, conferences and other events • Administrative experience including supporting a small team • Experience of working within a church body |
| SKILLS & APTITUDES: | <ul style="list-style-type: none"> • Word Processing- Ability to produce accurate and well-presented work • Ability to proofread documents • Ability to work to tight deadlines • Excellent written and verbal communication skills • Understand and maintain confidentiality • Ability to work as part of a team • Ability to work on own initiative • Reliable • Ability to work flexibly |
| OTHER | <ul style="list-style-type: none"> • Willingness to occasionally travel within the Diocese for meetings and diocesan events |

NOTE Where education and professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of the same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.