

Person Specification

Clergy Housing Support Officer



Diocese of Liverpool

	Essential requirements	Desirable requirements
Qualifications		English GCSE / O Level Secretarial qualification
Experience	Experience in using Microsoft Word and Outlook packages.	Working experience in organising meetings. Previous experience of working as an administrator. Taking minutes of meetings and working with committees.
Knowledge and skills	To be computer literate (especially word-processing). Ability to take accurate and concise minutes of meetings. To have good organisational skills. To display excellent time management skills and ability to work to deadlines.	Competent and experienced in working with Excel and databases. Working knowledge of Word and mail merges.
Personal qualities	Good communicator – both oral and written skills. Good telephone manner. Approachable and dependable. Flexible work approach. To be able to use own initiative. The ability to be able to deal with people with patience, sensitivity and tact. Ability to maintain confidentiality. Be able to deal with crises with a calm approach. To have an understanding of, and be in sympathy with, the Church of England and to have some knowledge of its structures.	Uses initiative.