

FLO ADMIN ASSISTANT

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
QUALIFICATIONS	Educated to Honours Degree level (2:2 or higher) or equivalent in professional qualification	Educated to degree level (or an equivalent professional qualification) in humanities, legal studies, governance or business management.	Application
	Good all-round level of education to include Maths and English at GCSE level (Grade 4-9 / A-C), or equivalent.		Application
SKILLS/ABILITIES	Must possess a strong aptitude for quickly learning and mastering new concepts and skills.		Application
	Highly organised, administratively minded with a strong ability to give attention to detail, ensuring accuracy and precision in all tasks.	Strong numeracy skills, with the ability to analyse and manipulate numerical information effectively.	Application Interview
	Excellent communication skills are essential, with the ability to clearly and concisely convey complex information to audiences with varying levels of understanding.		Application Interview
	Good typing skills and an ability to type at a rate of 40 – 60 words per minute.	Excellent typing skills with an ability to type at a rate of 60 – 90 words per minute.	Interview
	Excellent writing skills, including the ability to draft clear and concise documents for a variety of audiences.	Ability to draft legal and policy documents.	Application
	A high level of IT literacy, specifically the ability to effectively utilise word processing and spreadsheet software to create and manage documents and data.		Application Interview
	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace and be ready to meet them.	Excellent multitasking, problem-solving and decision-making skills	Application
WORK EXPERIENCE	Experience of calendar and email management and processing expenses		Application
	Evidence of ability to understand policy documents	Experience or working with complex policy or legal documents.	Application Interview
KNOWLEDGE	A basic understanding of data protection, charity structures, governance models and compliance matters.	Good or excellent understanding of charity law, data protection and compliance matters.	Application Interview
	A basic understanding of safeguarding.	Good or excellent knowledge of key safeguarding issues affecting churches.	Application Interview
	An understanding of, and commitment to, equal opportunities and the core values of VCUKI.	An understanding of the vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.	Interview References

GENERAL INFORMATION

Display Screen User:	Does this role use a DSE? Yes/No		
DBS Check Required:	Yes/No		
Lone worker:			
Date created or amended:			
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	