

PERSON SPECIFICATION

Job Title: District Chair's Personal Assistant

District: Manchester & Stockport

	Essential	Desirable	Method of Assessment
Education & Training			
Minimum A level education or equivalent or Work experience at a level demonstrating this level of ability	X		A Q
A relevant professional qualification.		X	A Q
Proven Ability			
Experience as a PA or secretary.	X		A
Secure and competent ability to use word processing, communications, and data management office software systems.	X		A W
Good written and verbal communication skills.	X		A I
Experience in diary management, meeting preparation and minute taking.		X	A I W
Experience of preparing materials for projects and meetings (eg reading, annotating and checking actions) on behalf of management.		X	A I
Special Knowledge & Skills			
Friendly personality, able to deal with a wide range of contacts.	X		A I
Ability to work with sensitive information and keep absolute confidentiality.	X		A I
Self-motivation and organisational skills.	X		A I
Confidence to work alone and unsupervised at times.	X		A I

Registered Office:
 Sale Moor Methodist Church
 Northenden Road
 Sale
 M33 2PP

Charity Registration no: 1135459



The ability to develop an understanding of the Methodist Church, and its ways of working.	X		A I
Experience of working in a charitable or religious sector.		X	A
Any Other Requirements			
In sympathy with the aims and ethos of the Methodist Church.	X		A I
Willing to work flexibly, with proven ability to work to deadlines.	X		A I
Willingness to work occasional evenings and weekends.	X		A I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)