

# Holy Trinity Heworth

## Person Specification:

### Knowledge, skills and abilities:

#### Essential:

- Excellent organisational skills
- Excellent verbal and written communication skills
- Excellent IT skills
- Working knowledge of General Data Protection Regulation (GDPR).

#### Desirable:

- Experience of Churchsuite (Church administration software)
- Capable of designing basic flyers / posters
- Capable of minor website updates

### Personal Attributes

- There is a genuine occupational requirement that the postholder be a committed follower of Jesus.
- Teachable and willing to learn
- A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with volunteers, church officers and other regular contacts
- A capacity to work on your own and as part of a team, confident to take the initiative
- The ability to handle multiple tasks, prioritise and work to deadlines

The role will require Safeguarding Training (Basic Awareness Level) via the CofE Safeguarding Portal.