

Person Specification - Administrative Assistant

Job Title	<ul style="list-style-type: none"> • Administrative Assistant
Education and Qualifications	<ul style="list-style-type: none"> • A good standard of education with 5 GCSEs (grade C or above) including Maths, English or Welsh (E) • A levels or equivalent qualification (D)
Experience	<ul style="list-style-type: none"> • Computer Literacy in Microsoft Office and email (E) • Coordinating and supporting Volunteers (D) • Previous work in an Office environment (D)
Knowledge/Skills	<ul style="list-style-type: none"> • An understanding of the work of a Christian charity (E) • Ability to communicate clearly – verbal and written communication – in Welsh and/or English (E) • Can work as a team member (E)
Work-Related Attributes, Qualities, Competencies	<ul style="list-style-type: none"> • Commitment to learn and develop (E) • To display a servant heart and attitude towards Christian Ministry and life in general (E) • To understand and appreciate the spiritual value of EMW ministries (E) • To agree with and be in support of EMW aims and objectives (E) • To be in full agreement with the EMW statement of faith (E) • To be able to maintain a positive and patient attitude whilst working under pressure (E) • To be able to work independently showing initiative (E) • To be flexible in Annual Leave dates (E)

Desirable (D) / Essential (E)