

Vicar: Rev. Jeremy Follett

Children & Families Pastor: Becki Chafe

Youth & Families Pastor: Ash Chafe

Church Administrator- Person Specification

	Essential	Desirable
Commitment to Aims & Ethos of Post		
Committed and baptised Christian, involved in church activities		X
Willing to work within the authority structures of the Church of England	X	
Willing to become a full member of Christ Church		X
Personal Qualities		
Self-motivating	X	
Able to motivate others	X	
Proven ability to be 'hands on'	X	
Able to generate, plan and carry out initiatives	X	
Ability to communicate with a broad spectrum of people	X	
Able to work effectively as a team member		X
Good self-management and prioritisation skills	X	
Understands requirements of confidentiality and trustworthiness	X	
Skills / Experience		
To 'A' level or equivalent	X	
Minimum of 5 years relevant experience		X
Proven extended, varied and relevant experience		X
Proven ability to handle with confidence a full and varied workload	X	
Proven ability of strategic planning		X
Proven ability to lead, build and equip volunteer teams		X
Ability to establish relevant working relationships with stakeholders	X	
Good IT skills and ability to organise work and working environment	X	
Ability to communicate with all ages		X
Other		
Commitment to Safeguarding and promoting welfare of all ages	X	
Enhanced DBS disclosure	X	