ST MARGARET’S CHURCH HORSFORTH

**Parish Administrator Person Specification**

**Essential**

Administrative and organisational skills

Ability to communicate well - verbally and in promoting activities

Ability to relate to a range of people and situations

Ability to motivate others and self

High degree of enthusiasm, honesty and reliability

IT skills

Sympathetic to the aims of the church and centre

**Desirable**

Experience of running church and/or community groups

Experience of working with volunteers

Ability to monitor and evaluate