



Administrator for Churches Together in Cumbria

Person Specification

This post is for 12 hours a week and for 12 months in the first instance

Essential requirements

1. In sympathy with the aims and objectives of Churches Together in Cumbria.
2. High standard of literacy and accuracy, with attention to detail.
3. Strong organisational skills and experience, particularly with regard to administrative support for meetings.
4. Ability to listen carefully, summarise the discussion in meetings and prepare clear and accurate minutes.
5. Knowledge and skills in using all aspects of Microsoft Office (or equivalent), email and internet.
6. Ability to work alone and use initiative, and to work collaboratively.
7. Willingness to work from home, have some flexibility in working patterns (including very occasional evening and weekend working) and travel to meetings around Cumbria.

Desirable requirements

1. Some knowledge of Churches Together structures.