

Job Title: Office Junior Administrator
Lay Employee in: Isle of Man Circuit
Employed by: Isle of Man Circuit
Reporting to: District Administrator
Location: St Johns, Isle of Man

	Essential	Desirable	Method
Education & Training			
GCSEs/O'Levels inc English and Maths	Yes		A, I
Knowledge, Skills & Experience			
Friendly and approachable with good Communication and Inter-Personal Skills	Yes		A, I
Proven communication skills with a polite telephone manner	Yes		A, I
Proficient in using a computer (especially Word, Excel and PowerPoint)	Yes		A, I
Knowledge of Publisher		Yes	A, I
An ability to prioritise work according to importance and urgency and to work under pressure.	Yes		A, I
Organised and flexible	Yes		I
Able to take minutes and note take.	Yes		A, I
Special Qualities or Aptitudes			
Practises the highest standards of confidentiality and professionalism.	Yes		A, I
Has a flexible and disciplined approach to work and an ability to	Yes		A, I

develop and implement efficient procedures			
Able to identify and maintain appropriate boundaries in all professional and personal relationships	Yes		A, I
Able to work independently when necessary but also to work collaboratively as part of a team when needed	Yes		A, I
Some understanding of the purposes, life and work of the Methodist Church in the Isle of Man is desirable but not essential. Must be in sympathy with our values and ethics and promote our culture of inclusion.	Yes		A, I
Other Requirements			
Committed to learning and understanding the structure and workings of the Methodist Church	Yes		I
Committed to adhering to all Methodist Policies and Procedures. Particularly with regards EDI, Safeguarding, GDPR and data protection.	Yes		I
Willing to undertake any training requirements in relation to Methodist Policies and Procedures.	Yes		I