

Person Specification

Property Officer

	Essential Qualities	Desirable Qualities
QUALIFICATIONS		
Professional experience in administration	✓	
Relevant qualifications in administration and secretarial work or similar level qualifications		✓
Education to degree level		✓
Educated to a good general standard	✓	
EXPERIENCE, KNOWLEDGE AND SKILLS		
Literate and numerate, with proven administrative and organisational skills	✓	
IT literate: able accurately and effectively to handle word processing, spreadsheets, databases and websites	✓	
Competence in the use of Microsoft Office, including use of Excel	✓	
High level of competence with office systems: able accurately to develop and maintain an extensive filing system and reliably retrieve documents	✓	
Ability to prepare and produce high quality documents	✓	
Experience of working to deadlines	✓	
An understanding of the Church of England/parish system and the wider organisation of the diocese		✓
PERSONAL QUALITIES		
Ability to interact tactfully and sensitively with people	✓	
Excellent communication skills (verbal and written)	✓	
Ability to work proactively on own initiative	✓	
Ability to work collaboratively as part of a team	✓	
Good organisational and time management skills to manage a busy workload	✓	
Ability to maintain complete confidentiality	✓	
Resilience under pressure and a calm, compassionate and confident manner	✓	
Friendly and approachable demeanour	✓	
Ability to work flexibly	✓	
In sympathy with the aims and objectives of the Church of England	✓	