

**Administrator, West Team
Local Ministries Department
Person Specification**



CRITERIA	ESSENTIAL	DESIRABLE
Knowledge & Experience		
Experience within an office-based environment or equivalent		✓
Experience and proven track record in communication skills in a variety of media, including online, telephone, written and inter-personal	✓	
Knowledge of, and experience in, customer care		✓
Computer literate with a good understanding of CRM, Microsoft Windows, Canva and associated office software packages	✓	
Education		
Qualification in a relevant area, for example, administration		✓
Aptitude		
Capacity to prioritise tasks across a number of simultaneous work streams	✓	
Demonstrates diplomacy and adaptability with a range of people		✓
Demonstrates commitment and motivation	✓	
Able to work on own and use initiative	✓	
Conscientious, resourceful and reliable	✓	
Able to exercise discretion in the handling of confidential information	✓	
Willingness to develop skills in Desktop Publishing	✓	
Possesses excellent organisational & time management skills	✓	
Other		
Is able to be flexible in terms of work location, depending upon the needs of the job	✓	
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of his or her church fellowship.	✓	

April 2024