

Essential

The person appointed to this role will;

1. Be a practising Christian who shows spiritual maturity and has knowledge, ownership and commitment to the vision, plans and values of Dawlish Christian Fellowship or is prepared to sign up to these.
2. Be a member of Dawlish Christian Fellowship or willing to become one on appointment.
3. Possess a high level of integrity, a positive personality, sensitivity to other's needs and a servant heart. This person will be a team player.
4. Possess good active listening and communication skills, both written and oral.
5. Possess a high level of inter-personal skills, dealing with people within and outside the church.
6. Fully understand the need for and possess the ability to keep confidential matters and information strictly confidential.
7. Possess good organising and administrative skills with the ability to prioritise and work calmly under pressure.
8. Be computer literate and able to edit websites, social media and to use MS Office programmes, including Excel, Word, Publisher and PowerPoint.
9. Be competent with typing and other general administration skills.
10. Possess the ability to manage one's own time and work under one's own initiative.
11. Be comfortable working alone in the Office.

Desirable

It is desirable that the person appointed will;

1. Possess a sense of humour!
2. Hold a UK driving license and has the use of a vehicle