

# Person Specification



**Job Title: Personal Assistant**

Education / Qualifications	* Good general education including English and Maths * Educated to HND or Degree Level	E D
Spirituality	*Many years of baptism in the Holy Spirit with evidence of speaking in tongues *Many years of being part of the pentecostal church and good understanding of it's operations	E E
Knowledge & Understanding	* Sound understanding and belief of the Holy Bible * Awareness of Evangelical Church Dynamics and Strategies for Church growth	E E
Skills	* Effective written and verbal Communication *Effective understanding and usage of Isoko/Urhobo language and ability to translate to English vice versa * Accurate word processing * Effective interpersonal skills * Taking initiative and administrative skills * Strong project-management skills * Tact and diplomacy * Letter writing in a competent style * Computer Literacy * High level of attention to detail	E E E E E E E E E
Experience	* Routine Correspondence * Minute Taking * Handling complaints effectively * At least 2 years administrative experience * Organising conferences and events * Experience in public speaking and ministration to a Church congregation * Strategic planning, working to deadlines, priority setting, and the ability to multi-task * Researching information and preparing reports on your findings * Manage, screen and redirect telephone calls/visitors * Proof reading * Design and layout of documents * Good level of computer literacy, experience using databases including the Microsoft packages with an ability to use other software packages * Experience of managing staff and volunteers	E E E E E D E E E E E D
Attributes	* Committed Christian faith * Discreet, confidential and trustworthy * Self Motivation * Willingness to Learn	E E E E

Other	* Commitment to equal opportunities	E
	* Willingness to work occasional evening and weekends when required	E
	* Attendance at occasional out of hours meetings	E