

# Christ Church Felixstowe

## Church Administrator Person Specification



Christ Church is a vibrant Anglican church in Felixstowe, Suffolk. We are seeking a new part-time administrator to work alongside the vicar and wardens.

**This role requires the successful candidate to undergo a DBS check and basic Safeguarding training online from the Diocese before appointment, and every three years following.**

This document describes the skills, experience, and attributes that a person needs for this role.

Criteria	Essential	Desirable
<b>Knowledge</b>	-	A sound working knowledge of the procedures and processes of the Church of England.
<b>Skills</b>	Good computer skills, including knowledge of Microsoft Office applications. Good communication skills. Good organisational skills.	An ability to touch type. Working knowledge of the Hubb church web management system.
<b>Experience</b>	Experience of working in administration or a related field.	Experience of working within the Church of England.
<b>Personal attributes</b>	Reliable, polite, trustworthy, and friendly. An ability to work well alone as well as with others, and to self-motivate.	-
<b>Qualifications / training</b>	GCSE English and Maths at grade 'C' or equivalent.	Further / higher educational qualifications in English and / or Maths. Professional administrative qualifications.
<b>Availability</b>	Available to work 12 hours a week in a regular pattern. Able to travel to and from the church office (located within the church)	To be able to work over 4 mornings each week. To be able to start immediately.
<b>Other</b>	Sympathy with the aims and objectives of Christ Church, and the wider Church of England.	-

Document prepared by Rev'd Dom Turner on 13<sup>th</sup> August 2025.