

**CHURCH OF IRELAND**  
**DIOCESE OF DOWN AND DROMORE**  
**JOB SPECIFICATION**

Title of post: Diocesan Secretary  
 Location: Church of Ireland House, Donegall Street, Belfast  
 Salary: Will be in the range of £30,000 - £35,000 p.a.

	ESSENTIAL	DESIRABLE	ASSESSMENT IE APPLICATION, INTERVIEW
EDUCATION & TRAINING:	<ul style="list-style-type: none"> <li>• 2/3 A Levels or relevant qualification &amp; 5 GCSE's (to include Maths and English at Grade C / above)</li> <li>• OR Minimum of 5 years relevant experience in similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Holds a qualification in administration or business management</li> </ul>	
KNOWLEDGE:			
EXPERIENCE:	<ul style="list-style-type: none"> <li>• 5 years experience in an senior administrative and / or management role to include budgetary responsibility; support of voluntary Boards or Committees &amp; staff</li> </ul>		

	management		
SKILLS & APTITUDES:	<ul style="list-style-type: none"> <li>• Must be able to demonstrate excellent standards of literacy, numeracy and Communication</li> <li>• Be able to think and plan strategically</li> <li>• Must be able to manage a budget and read and clearly present financial information</li> <li>• Must be able to demonstrate strong decision making skills and the ability to solve problems</li> <li>• Must have excellent IT skills</li> </ul>		
SPECIAL CIRCUMSTANCES:	<ul style="list-style-type: none"> <li>• Must be able to demonstrate that they can lead and build a team effectively</li> <li>• Must have the ability to work patiently and tactfully with a wide range of people and build good relationships</li> <li>• Ability to work under pressure to meet deadlines</li> <li>• commitment to working within Christian ethos.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a full current driving licence</li> </ul>	

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**NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of the same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of the same detailing examination results from your school or college will be accepted as an alternative.

**If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.**