

**DIOCESE OF BRADFORD  
PERSONNEL SPECIFICATION**

**POST TITLE: Clerical Officer in the Diocesan Office**

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail.

**PRIME OBJECTIVES OF THE POST**

To work with other members of the Office Team to provide an efficient clerical and administrative service. The post will involve being part of a team involved in managing and maintaining the Diocesan database and processing CRB applications; providing an administrative service to the Secretary of the DAC (Diocesan Advisory Committee); word processing, desk top publishing and production and despatch of diocesan publications, as well as undertaking a variety of other administrative tasks. Flexible working with a small team is an essential part of the role.

**The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EXPERIENCE</b>	Extensive working knowledge of Microsoft Office Suite, including the managing and maintaining of databases and spreadsheets. General clerical and administrative work. Working as part of a team.	Qualifications in database management, word processing, desk top publishing, power point.	Application Form References
<b>SPECIAL KNOWLEDGE</b>	Access, Excel	Awareness of variety of community life found in the Diocese. Eg multi cultural/multi racial/ inner city and rural environments	Application Form Interview References
<b>CIRCUMSTANCES PERSONAL</b>	Flexibility in working hours during peak times.	Supportive of the work of the Christian Church.	Interview References
<b>DISPOSITION/ADJUSTMENT/ ATTITUDE</b>	Warm, friendly, team player. Flexible, pro-active attitude to work. Self motivated.	Ability to work with little supervision.	Interview References
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	Ability to communicate clearly both verbally and in writing. Good organisational and administrative skills. Ability to work on a variety of tasks and meet deadlines.	Ability to relate to a wide range of people and organisations.	Application Form Interview References