**Justice & Peace**

**National Justice & Peace Network**

**ADMINISTRATOR**

**Person Specification**

**Desirable**

**Essential**

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| --- | --- | --- |
| **Core Competencies**  Behaviours at the heart of our organisation’s success. |  |  |
| Understands and actively supports NJPN’s Vision, Mission and Values. |  | **X** |
| Looks outward; Takes account of other people’s priorities. |  | **X** |
| Shows an understanding of the Catholic Church and is able to work effectively in it. |  | **X** |
| Supports a culture of mutual respect, trust and transparency, where partnerships flourish. |  | **X** |
| Willing and able to contribute to the long-term development of NJPN. |  | **X** |
| **Professional competencies**  Behaviours which are important in all organisations |  |  |
| Ability to work independently; manages time, resources and workload effectively. |  | **X** |
| Displays sound judgement and decision-making. |  | **X** |
| Able to work creatively and make decisions in line with the overall strategy. |  | **X** |
| Builds rapport and communicates effectively. |  | **X** |
| Shows drive and initiative, is adaptable and accountable. |  | **X** |
| Ability to operate in a digital environment and keep abreast of new developments in IT. |  | **X** |
| **Team Membership Competencies** |  |  |
| Able to work as part of a team. |  | **X** |

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**Desirable**

**Essential**

|  |  |  |
| --- | --- | --- |
| **Job Specific Competencies**  Specialist, Technical and Functional Expertise |  |  |
| Shows a knowledge, understanding and empathy with the Catholic Church’s Social Teaching and the Gospels. | **X** |  |
| Able to work comfortably with other denominations, faiths and secular organisations. |  | **X** |
| Able to deliver work effectively within the context of an agreed programme framework. |  | **X** |
| Able to network effectively. |  | **X** |
| Able to work within a budget and keep accurate records of income and expenditure. |  | **X** |
| Has a current driving licence. | **X** |  |
| Shows an understanding of the importance of gender and diversity and a commitment to working within current legislation |  | **X** |
| Fluency in English. |  | **X** |
| Makes effective use of ICT for communicating in formats accessible to all |  | **X** |
| Able to adapt to different working environments. |  | **X** |
| Capable of taking accurate minutes of meetings and reporting on them. |  | **X** |
| Able to organise a large, complex event. | **X** |  |

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