



Justice & Peace

National Justice & Peace Network

ADMINISTRATOR Person Specification

	Desirable	Essential
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

	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	