

Person Specification Editorial Coordinator

	Essential	Desirable
Knowledge & Qualifications	<ul style="list-style-type: none"> • Knowledge of and competency in Microsoft Word • Qualification to a degree level or equivalent 	<ul style="list-style-type: none"> • Advanced knowledge in Microsoft Word • Knowledge of and competency in Adobe InDesign • Degree or certification in English, theology or biblical studies
Experience	<ul style="list-style-type: none"> • Experience in project management or administrative coordination • Significant experience in a role that involves communication with a wide range of individuals 	<ul style="list-style-type: none"> • A background in book publishing • Experience with the creation of contracts • Familiarity with the operation of Christian organisations or charities
Skills and Abilities	<ul style="list-style-type: none"> • Strong administrative skills, with attention to detail • Self-driven, showing initiative and the ability to manage own workload and multi-task • Excellent interpersonal skills 	<ul style="list-style-type: none"> • Ability to adapt quickly to new processes, and adept at learning new software • Strong negotiation and influencing skills
Personal Attributes	<ul style="list-style-type: none"> • Team-oriented • In agreement with Langham Partnership's Statement of Faith and supportive of the vision, mission, conviction and values of Langham Partnership • Flexible to the demands of the job 	<ul style="list-style-type: none"> • A keen interest in the global church • Driven by serving others