

## PERSON SPECIFICATION

**Post: Circuit Administration and Pastoral Support Worker**

Lay Employee in Brownhills and Willenhall Circuit.

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>	Educated to GCSE level or equivalent		Q
		Educated to A level or have equivalent qualification	Q
	Basic training in Safeguarding		Q
<b>Proven Ability</b>	Current and active member of Christian Church or Community		A, I
	Proven ability to work independently and as part of a team		A,I
	Proven ability to initiate, plan and implement own work in according with required tasks.		A, I
	Proven ability to communicate with a wide spectrum of people.		A,I
<b>Special Knowledge &amp; Skills</b>	Computer literate		A, I
	Administration skills		A, I
	Confident with email and internet		A, I
	Pastoral experience and skills		A, I
<b>Special Qualities or Aptitudes</b>	An understanding of Circuit structures and personnel	Some understanding of the changes facing the Methodist church structures	A, I
		Some understanding of Methodist procedures	A, I
	Self- motivated and Proactive		A, I
	Willingness to learn new skills		A, I
<b>Any Other Requirements</b>	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)