PERSON SPECIFICATION

Job Title: Centre Manager and Circuit Administrator

Church / Circuit: SwanBank Church / Stoke on Trent Mission Circuit

|  | Essential | Desirable | Method of Assessment |
| --- | --- | --- | --- |
| Education & Training | | | |
| Training or qualification in administration |  | ✓ | A, Q |
| Training or qualification in compliance |  | ✓ | A, Q |
| Training or qualification in safeguarding |  | ✓ | A, Q |
| Proven Ability | | | |
| Administrative experience | ✓ |  | A, I |
| Compliance experience |  | ✓ | A |
| Ability to communicate well both in spoken and written terms | ✓ |  | A, I |
| Ability to learn new systems and procedures | ✓ |  | A, I |
| Experience of coordinating volunteers | ✓ |  | A, I |
| Special Knowledge & Skills | | | |
| A good and working knowledge of MS Office and other relevant software | ✓ |  | A |
| Good interpersonal abilities | ✓ |  | I |
| Can demonstrate effective levels of oral and written communication skills | ✓ |  | A,I |
| Excellent organisational skills | ✓ |  | A,I |
| Any Other Requirements | | | |
| Model honesty and integrity when dealing with others | ✓ |  | I |
| Willingness to learn, engage with and promote Methodist processes and requirements | ✓ |  | I |

Method of Assessment: A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*