## Person Specification

| District Property Secretary | Essential | Desirable | Method of Assessment |
|---|---|---|---|
| **Education & Training** | | | |
| Educated to degree level in property matters or a related field | | | Q |
| Professional qualification relevant to role – property, estates or facilites management | | | Q , A, I |
| Professional project management qualification or relevant experience | | | Q, A, I |
| **Experience and Proven Abilities** | | | |
| Experience of providing practical advice on a range of property matters including repair and maintenance of buildings | | | A, I |
| Ability to advise on alternative uses for buildings and income generation opportunities | | | A, I |
| Experience of working with volunteers and engaging with a range of stakeholders | | | A, I |
| Ability to quickly absorb detailed information and to offer a pragmatic solution-focused approach to issues as identified | | | A, I |
| Experience in project managing and delivering projects on time, to expected standards, and within budget | | | A, I |
| Experience of advising on mission opportunities and/or local community needs | | | A, I |
| Ability to manage and resolve conflicting priorities and stakeholder (both internal and external) concerns | | | A, I |
| Ability to lead meetings | | | A, I |
| Ability to prioritise own workload and set and work to goals and deadlines without direct supervision | | | A, I |
| IT literate, ability to use Microsoft Office packages (Excel, Outlook, Word, PowerPoint) | | | A, I , P |
| Knowledge & experience of online conferencing | | | A, I |

| **Special Knowledge & Skills** | | | |
|---|---|---|---|
| Knowledge of relevant legislation, including charity law and regulations regarding buildings and property | | | A, I |
| Knowledge of buildings of historic interest/heritage | | | A, I |
| Excellent communication skills, both orally and in writing, with an ability to communicate with a range of audiences clearly and succinctly | | | A, I, P |
| Effective interpersonal skills with a professional and positive approach | | | A, I, P |
| Presentation skills to a range of audiences | | | A, I, P |
| Skills of influence and negotiation | | | A, I |
| Knowledge of governance within the Methodist Church, including Constitutional Practice and Discipline, particularly with regard to property | | | A, I |
| **Any Other Requirements** | | | |
| Aware of and sensitive to the issues of equality, diversity, and inclusion and a commitment to the value of property as a place of worship for all | | | A, I |
| In sympathy with the aims and purpose of the Methodist Church | | | A,I |
| Prepared to work irregular hours as necessary, sometimes involving overnight stays and/or weekend working (depending on home location) | | | A, I |
| Car driver, with access to a car, or willingness to use public transport for the purposes of undertaking the role | | | A |
| A satisfactory enhanced disclosure with the relevant barred list checks from the Disclosure and Barring Service (DBS) | | | DBS |

**Method of Assessment**

A – Application Form, I – Interview Q – proof of qualification (certificates or transcripts)
P – Presentation