PERSON SPECIFICATION

Job Title: Church Centre Coordinating Officer
Church/Circuit: Nantwich Methodist Church, Cheshire South Circuit

	Essential	Desirable	Method of Assessment
Education & Training			
Education to grade 4 or above GCSE (or equivalent) in Maths & English	X		A, Q
Evidence of relevant Continuing Professional Development	X		A, Q
Proven Ability			
Experience as a team player, able to work with Ministers, stewards, other volunteers and external organisations	X		A, I
Empathetic communication skills and understanding of many different viewpoints, resolving differences of opinion constructively	X		A, I
Experience of being a proactive person, willing to take initiatives	X		A, I
Proven ability of organising and coordinating skills	X		A, I
Planning, delegating and administrative skills	X		A, I
Proven ability in making grant applications		X	A, I
Proven experience in being involved in community-based organisations	X		A, I
Special Knowledge & Skills			
IT competence and confidence in Word, Excel, Publisher, PowerPoint as well as the use of social media and website management	X		A, P & I
Knowledge of GDPR, EDI, UB and Safeguarding	X		A, I
Any Other Requirements			
Ability to engage with a wide range of people (NMC is a registered 'Inclusive Church')	X		A, I
Sympathetic to the aims and policies of the UK Methodist Church	X		A, I
Ability to represent Nantwich Methodist Church at external meetings	X		A, I

Method of Assessment: A – Application Form, I – Interview, P – Presentation, 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