

**PERSON SPECIFICATION**

Lay Worker for Hospitality, Pastoral Care and Administration  
Bethesda Methodist Church, Gloucestershire Circuit

**There is a Genuine Occupational requirement for this post to be filled by a practising Christian.**

Attributes	Essential	Desirable	Method of Assessment
<b>Qualifications</b>		Relevant qualifications in Pastoral work, Hospitality and Administration	Q/A
		Some training in theology	Q/A
<b>Relevant Experience</b>	Experience of delivering pastoral care	Experience of practical outreach/community links	A/I
	Active member of a Christian Church or Community	Experience in a church leadership role	A/I
	Experience of working within an administrative role	Experience of delivering of a professional / quality service	A/I
	Experience of supporting, motivating, managing and leading volunteers	Managing within a budget	A/I
		Experience of managing a community building	
<b>Special Knowledge &amp; Skills</b>	Able to manage an office and office equipment	Knowledge of and competence in social media	A/I
	IT skills and experience, including Microsoft Office and other forms of communication		A/I
	Evidence of organisational, administrative and record keeping skills		A/I

	Good communication skills: verbal, written and listening		A/I
	Able to understand the theory and practice of Safeguarding including lone worker policy and data protection requirements		Q/A/I
	Working knowledge of Health and Safety regulations	First Aid Qualification	Q/A/I
	Understanding of issues of, and commitment to, equality, diversity and inclusion		I
<b>Personal qualities</b>	Able to relate appropriately to different age groups	Understanding of church life and the groups which use the premises	A/I
	Able to respect confidentiality and respond appropriately to needs and concerns		A/I
	Able to work on own initiative and to organise time effectively		A/I
	Able to work alongside others in the church; a team worker		A/I
	Able to embrace the fluid nature of the work, to initiate and respond to change, and to deal with complexity.		A/I
	Able to bring enthusiasm and a sense of humour		I
<b>Any Other Requirements</b>	Willing to work evenings and weekends as required	The successful candidate would worship at least once a month at Bethesda	I
	A desire to understand and engage with Methodism and respect its discipline		I

	Satisfactory Enhanced Disclosure DBS check		DBS application
	Has own transport		I

Method of Assessment    A – Application Form, I – Interview, Q – Proof of qualification