

## PERSON SPECIFICATION

Job Title: **Outreach Worker**

Location: **Tewkesbury Methodist Church, Gloucestershire Circuit**

|  | Essential | Desirable | Method of Assessment |
|--|-----------|-----------|----------------------|
| <b>Relevant Experience</b>   |           |           |                      |
| Experience of working in a church environment (as a volunteer or paid worker)  | *         |           | A, I                 |
| Member of a Christian Church or Community  | *         |           | A, I                 |
| Experience as a church leader (as a volunteer or paid worker)  |           | *         | A                    |
| Experience of working with a diverse community   |           | *         | A, I                 |
| <b>Special Knowledge &amp; Skills</b>  |           |           |                      |
| Good communication skills: verbal, written and listening   | *         |           | A, I                 |
| Able to work as part of a team   | *         |           | A, I, R              |
| Able to relate appropriately to different age groups   | *         |           | A, I                 |
| Able to respect confidentiality and respond appropriately to needs and concerns  | *         |           | A, I                 |
| Able to understand the theory and practice of Safeguarding including lone worker policy and data protection requirements | *         |           | I                    |
| Understanding of issues of, and commitment to, equality, diversity and inclusion   | *         |           | I                    |
| Able and willing to work independently for periods of time when needed   | *         |           | A, I, R              |
| Able to set and achieve goals without direct supervision   |           | *         | A, R                 |
| Able to work alongside others in the church; a team worker   | *         |           | A, I                 |
| Able to use initiative and work flexibly to meet the needs of the role   | *         |           | I                    |
| Effective time management  | *         |           | A, I, R              |
| IT Literate: able to use Microsoft Word, Excel, PowerPoint, Outlook, Teams, Social Media and Zoom.                       |           | *         | A, I                 |
| <b>Personal Qualities</b>  |           |           |                      |
| Able to recognise and respond to pastoral needs  |           | *         | A, I, R              |
| Able to recognise and develop the gifts of others and encourage participation  | *         |           | A, I, R              |
| 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                    |
| Able to initiate conversations and establish positive and productive relationships                                       | *         |           | A, I, R              |
| Will need complete advanced safeguarding training  | *         |           | A, I, P              |

|  |   |  |                 |
|--|---|--|-----------------|
| Effective listening and supporting individuals                                       | * |  | I, E            |
| <b>Any Other Requirements</b>  |   |  |                 |
| Willing to learn and understand the structure and principles of the Methodist church | * |  | A, I            |
| Willing to work evenings and weekends as required                                    | * |  | I               |
| A desire to understand and engage with Methodism discipline and practices            | * |  | A, I            |
| Satisfactory Enhanced Disclosure DBS check   | * |  | DBS application |

| <b>Method of Assessment</b> |           |                        |            |          |
|-----------------------------|-----------|------------------------|------------|----------|
| <b>A</b>                    | <b>I</b>  | <b>P</b>               | <b>R</b>   | <b>E</b> |
| Application Form            | Interview | Proof of Qualification | References | Exercise |

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

**Version 2**  
**November 2023**