

PERSON SPECIFICATION

Key skills

- Ability to identify, develop, implement and complete tasks
- Ability to manage a varied and fluctuating workload
- Ability to set priorities and work to deadlines
- Excellent interpersonal, oral, and written communication skills, including telephone and video call manner.
- Proficient IT skills – our current systems include G-Drive email/documents, Hubspot database, Squarespace website, Quickbooks accounts, Slack, Zoom, Buffer for Social Media (Insta/Facebook). Time for upskilling on unfamiliar systems will be built into your initiation.
- Understanding of budgets and finance.
- Ability to work on own initiative, taking action to address critical problems, issues and opportunities
- A keen eye for detail

Personal attributes

- Adaptability and able to work and make decisions under pressure, while knowing when to refer to the National Director or to seek advice from elsewhere
- Integrity, working with respect and confidentiality
- Decisive, tenacious and prepared to take the initiative
- Completer finisher... you get the task done and keep projects on track.
- Self-starting, self-motivating
- Ability to work both alone and flexibly as a member of the team
- Willingness to undertake a wide variety of tasks where reasonably required
- Enthusiasm and a sense of humour
- Desirable - some experience and understanding of the Church in the Global South and of global issues.
- Desirable - awareness of the Anglican Church.

Christian Faith

- A committed Christian faith and committed to the development of your own spiritual journey
- A passion for mission committed to SOMA UK's mission, ministry and values.
- Excited by the mission and vision of SOMA UK and in sympathy with the values and ethos within which SOMA UK operates.