

PERSON SPECIFICATION

Job Title: Outreach Development Worker

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE standard or equivalent including Grade C/4 or equivalent in English and Maths, or able to demonstrate good literacy and numeracy in other ways.	X		Q
Proven Ability			
At least three years experience of community based work.	X		A, I
Competent in the use of IT including Microsoft Word, Excel and Outlook.	X		A, I
Experience of recruiting and working with volunteers.	X		A, I
Special Knowledge & Skills			
Willingness to understand and engage with Methodist processes.	X		A, I
Able to communicate effectively verbally and in writing.	X		A, I
Experience of writing content for social media.		X	A, I
Competent in the use of social media platforms such as Facebook and Instagram.		X	A, I
Understanding and awareness of, and a commitment to work within, GDPR protocols and procedures	X		A, I
An understanding of safeguarding and its requirements.	X		A, I
An understanding of safeguarding requirements in a church context.		X	A, I
Special Qualities or Aptitudes			
Willing to work alone and also as part of a team.	X		A, I
Ability to adapt to changing priorities and circumstances.	X		A, I
Ability to set and work to goals without direct supervision.	X		A, I
Ability to engage with both small and large groups.	X		I
Any Other Requirements			
Understand and be in sympathy with the aims and work of the North Kirklees and Morley Methodist Circuit and The Methodist Church in Great Britain.	X		A, I

Able to work flexibly including evenings and occasional weekends when required.	X		A, I
Able to travel within the local area to meet with potential community partnership contacts.	X		A, I
Full clean driving licence and access to own vehicle.		X	A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	X		D

Method of Assessment: A – Application Form, I – Interview, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts), D - DBS Application

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