

CHRIST CENTRAL

Head of Staff - Person Specification

	Essential	Desirable
Knowledge & Experience:	• Proven experience in a leadership or senior management role, with responsibility for people, projects, and resources. • Demonstrable experience in line management and fostering a healthy team culture. • Experience in strategic planning, governance, and supporting a board or leadership team in an advisory capacity. • Experience in managing budgets and financial oversight, working closely with a treasurer or finance team. • Possess significant organisational skills	Experience working within a church or Christian charity context, with an understanding of church structures and dynamics.
Technical Proficiency:	• Strong proficiency with Microsoft 365 • Ability to quickly learn new systems	ChurchSuite, ExpensePlus Good understanding of GDPR
Communication Skills:	• Exceptional interpersonal and listening skills, with the ability to build trust, manage sensitive conversations with discretion. • Excellent written and verbal communication skills to and between diverse audiences.	
Personal Attributes / Character:	• A self-starter with resilience, and the ability to work proactively. • A strategic and systematic thinker, with a keen eye for improving processes. • A team player who is deeply collaborative, flexible, and possesses a good sense of humour. • A person of unwavering integrity, confidentiality, and wisdom	Thrives within a flexible working pattern Concur with the vision and values of Christ Central
Occupational Requirements	• A committed and growing Christian in full agreement with Christ Central's vision, values, and statement of faith. • A genuine heart for supporting the whole church family. • The flexibility to work some evenings as required for meetings. • The right to work in the UK.	Driving licence