

Circuit Support Manager North Cheshire Methodist Circuit

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education & Training	To degree level or equivalent work experience eg experience in Church administration.	Professional qualification, eg in management, legal, HR, finance etc.	A, Q, I
Proven Ability	Able to communicate concisely and effectively both verbally and in writing.		A, I
	Able to explain and present proposals and ideas in a structured and understandable manner.		A, I
	Able to influence, persuade and negotiate with others in a positive way whilst maintaining relationships.		A, I
	Ability to use own initiative and work to schedule whilst maintaining a flexible approach.		A, I
		Experience of working in operational management in a church or non-profit setting.	A, I
Knowledge & Skills	Familiar with Charities Commission processes and requirements.	Familiar with Methodist Church processes and requirements.	A, I
	Detailed knowledge of committee process e.g minute taking etc.		A, I
	User of social media with a strong understanding of how the different platforms work and how people engage with them.		A, I
	Understanding of compliance issues for Safeguarding, Health & Safety, GDPR and DBS.		A, I
		Understanding and awareness for financial and property matters.	A, I
	Collate and produce accurate statistical returns for internal and external bodies.		A, I
	Working knowledge and practical application of IT packages eg Microsoft – Excel, Word, website and the Cloud.		A, I, T
Special Qualities or Aptitudes	Self-motivated and able to organise effectively and work within set boundaries and deadlines.		A, I
	Able and willing to work alone for periods of time without close supervision.		A, I

	“Thinking outside the box” and developing alternative solutions.		A, I
	Experienced in change management and its development.		A, I
		Understanding of conflict management and the skills needed to resolve issues.	A, I
	Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church’s life as expressed in the Methodist Church’s strategy for Justice, Dignity and Solidarity.		A, I
Any other requirements	Ability to prepare and deliver information in a variety of formats to a range of people with the necessary confidence.		A, I, P
	Empathy with the mission of the Church.	A Committed Christian with an active Christian faith	A, I
		Knowledge of the structures of the Methodist Church, and a commitment to becoming embedded in the heart of the life of the Circuit.	A, I
	Satisfactory Enhanced Disclosure from the Disclosure and Barring Service.		DBS Application
	Ability to travel/access to a vehicle to attend all locations around the Circuit some of which are remote and without regular public transport links.		A, I

Method of Assessment

A – Application form I – Interview Q – Proof of qualification P – Presentation T - Test