



PERSON SPECIFICATION

Post: Lay Pastoral Assistant – Bishop Auckland & Shildon Circuit

Attributes	Essential	Desirable	Method of Assessment
Education and Training	Good understanding of written and spoken English.		A, I
		Computer literate; able to use Microsoft Word, email, Power point, internet. Ability to use Social Media effectively.	A, I
		A recognised biblical, theological or practical mission qualification. Accredited as a Worship Leader or equivalent or as a Local Preacher or equivalent.	A, I, Q
Relevant Experience	Experience of working in a team.	Ability to work on own initiative.	A, I
	Experience of working with people of all ages and from all backgrounds, especially in a pastoral context.		A, I
	Ability to communicate effectively and build healthy relationships with a diverse range of people.		A, I
	Ability to organise and lead activities and events, including reviewing and appraising initiatives and activities and implementing changes as necessary.		A, I
Special Knowledge and Skills	Administrative, organisational and time-management skills, demonstrating flexibility when necessary.		A, I
		Knowledge of the Safeguarding of children and vulnerable adults.	A, I

Special Qualities or Aptitudes	Able to present a strong Christian example in speech, act and prayer.		I
	Ability to maintain appropriate levels of confidentiality.		A, I
	Understand, and be in sympathy with, the aims and work of the Methodist Church in Britain as embodied in the 'Our Calling' and 'Priorities for the Methodist Church' statements.	Member of the Methodist Church in Britain.	A, I
Any Other Requirements	Satisfactory Enhanced Disclosure from the Disclosure and Barring Service.		DBS Application
	Required to travel to attend meetings, activities, events etc. in the most efficient and timely manner.	Driver with access to a vehicle.	A, I, Q

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)