



Circuit Resources Co-ordinator
Person Specification

The postholder will ...

... be someone who has an empathy with what we want to achieve.

... have particular skills, maybe even professional qualifications, in organising tasks and information, financial awareness and property management.

... be able to deliver what others have decided while feeling sufficiently confident to offer advice to them. They like working in a team and with volunteer trustees while being capable of working on their own initiative.

... like to follow good practice while loving the challenge of finding creative ways to solve new problems.

... be proud of what they achieve and know that there is more to learn.

This is the formal way of saying this:

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level with Maths and English at Grade C or above, or equivalent.	A level/degree level qualification or relevant professional qualification.	Q
	Willingness to undertake ongoing training relevant to the role		A, I
Proven Ability	Ability to quickly assess and absorb new information and learn new skills.	Previous financial & project management experience	A, I
	Able to use IT, including videoconferencing, with confidence.	Knowledge of web page maintenance	W
	Have an eye for detail with the ability to read complicated documents and evaluate their relevance and application.		A, I
	Able to maintain records, both paper and electronic, in a structured, secure and organised manner		A, I
	Able to solve problems, make good judgements yet recognise when assistance is required.		A, I

Special Knowledge & Skills	Able to create and maintain good relationships with a diverse range of people.		A, I
	Good financial skills.	Experience of producing financial statements & grant applications	W
		Work background in facilities management, business or administration.	A, I
		Understanding of practical issues relating to property management inc risk assessments	A, I
	Good interpersonal and communication skills, both verbally and in writing.		A, I
Any Other Requirements	Willingness to accept the ethos of working within a charitable organisation and principles of Methodism.	Understanding of the Methodist Church and its systems and processes.	A, I
	Understanding of the need for confidentiality.		A, I
	Prepared to work alone and work on own initiative, but also consult with and involve other individuals and groups so all parties are informed.		A, I
	Able to work flexibly (times and location may need to vary) to accommodate different work priorities		A, I
	Full driving licence and access to a vehicle to be able to attend churches across the Circuit.		Q, A, I
	Satisfactory Disclosure and Barring service check. [IF RQUIRED]		Q

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)