

PERSON SPECIFICATION

Job Title: Circuit Manager

Circuit: Sankey Valley Circuit of Methodist Church

	Essential	Desirable	Method of Assessment
Education & Training			
A - levels or equivalent level education.	X		A
Good standard of written English and ability to communicate clearly with others	X		A I
Proven Ability			
Proficient in commonly used workplace such as Microsoft Office.	X		A
Able to use and develop social media, and manage websites in a workplace context.	X		A I
Effective time management skills in the workplace and ability to self motivate	X		A I
Experience in office management, administration or building management.		X	A I
Special Knowledge & Skills			
Experience and knowledge of Health and Safety regulations in the workplace, and associated governance and compliance issues		X	A I
Good interpersonal skills	X		I
Any Other Requirements			
Sympathetic to the values of the Methodist Church including issues around Equality, Diversity and Inclusion in the workplace	X		A I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)