



**Digital Enabler
Person Specification**

Attributes	Essential	Desirable	Method of Assessment
Training & Education	Qualification or equivalent experience in websites, social media and online engagement.	Evidence of having completed formal training.	A ,Q
Faith & Understanding	A follower of Jesus, with a personal faith commitment.		A, I
	In sympathy with the aims and purpose of the Methodist Church.	Understanding of the workings of Methodism.	A,I
Technical Competencies	IT literate, ability to use Microsoft Office packages (Excel, Outlook, Word).		A, I, P
	Knowledge & experience of Zoom conferencing, social media, Cloud computing	Experience with online registration and ticketing applications.	A, I
	Experience of website management.		A, I
	Knowledge and understanding of web and social media analytics	Knowledge of Meta Business Manager and Google Ads	A, I
	Experience of graphic design and photo editing applications	A good level of design skill and a “good eye”.	A, I, P
		Knowledge of a range of emailing and research solutions, e.g. MailChimp and SurveyMonkey.	A, I
	Experience of developing and offering training packages.		A, I

Personal Qualities & Competencies	Professional and positive approach, with a commitment to professional development and self-improvement.		A, I
	Good interpersonal and social skills.	Ability to relate to a wide range of people.	A, Q
	Excellent written and oral communication skills.		A I
	The ability to develop constructive working relationships.	Able to work in a team environment.	A, I
	Ability to set and work to goals and deadlines without direct supervision		A, I
	Ability to exercise discretion and retain a high degree of confidentiality.		A, I
	Good organisational skills		A, I
	Prepared to work irregular hours as necessary including weekends.	,	A I
		Car owner/driver.	A, I

Method of Assessment

A – Application Form, I – Interview Q – proof of qualification (certificates or transcripts)
P – Presentation

DBS Check

The appointment will be subject to an Enhanced DBS check for children and adults workforce. The successful applicant will be expected to attend the Creating Safer Space advanced module safeguarding training.

JDS Training

As a District we are committed to creating and supporting the implementation the Justice Dignity and Solidarity strategy (implemented at the 2021 Methodist Conference). As such unconscious Bias and EDI training modules will need to be completed within the probationary period.