

Person Specification: Interim Ministry Support Officer

Attributes	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • A deep and growing faith in Jesus Christ with a mature spirituality. • A willingness to understand and work with the different traditions of worship and ministry within the Church of England. • A communicant member of The Church of England or a church which is a member of Churches Together in Britain and Ireland. 	
Theological and Practical Grounding	<ul style="list-style-type: none"> • Committed to the ministry and calling of all God's people in a variety of lay and ordained roles, inside and outside the church. • Committed to excellence in safeguarding standards and culture, maintaining their own practice and training in this area, promoting good practice, and being alert to signals and signs of poor practice and abuse. 	<ul style="list-style-type: none"> • Awareness of Anglican ecclesiology, mission and ministry.
Qualifications and Training	<ul style="list-style-type: none"> • Educated to a minimum of 'A'-Level Standard or equivalent 	<ul style="list-style-type: none"> • A good honours degree, preferably in theology or a related subject. • Relevant training for licensed or ordained ministry.
Experience and skills	<ul style="list-style-type: none"> • Committed to collaborative ministry, with a proven ability to work well as a team member. • Able to communicate effectively in different media with people from a wide range of backgrounds. 	<ul style="list-style-type: none"> • Experience in co-ordinating ongoing training and development programmes.

	<ul style="list-style-type: none"> • Proven ability to work with others on detailed work involving planning, process and organisation, including working to specific deadlines. • Efficient with administration and competent in IT (including the MS Office suite). • Able to work independently in handling a diverse workload and in keeping to deadlines. • Strong verbal communications skills and ability to produce clear written records and reports. 	
Personal Qualities	<ul style="list-style-type: none"> • Approachable and with a good sense of humour. • A person of integrity. • A good communicator – including excellent listening skills. • A combination of creativity and ability to handle and manage process and detail. • A proven ability to develop and sustain effective relationships at all levels both inside and outside the Church. • A proven ability to maintain the highest standards of confidentiality. • An ability to work under pressure and in an undefended manner. • An encouraging team player. • Flexibility. 	<ul style="list-style-type: none"> • Evident commitment to their own growth, development, and learning.
General	<ul style="list-style-type: none"> • Full driving licence and access to a car. 	

There is an Occupational Requirement that the post holder is a practising Christian, in accordance with the Equality Act, 2010.

June 2024.