



Person Specification
People Care Co-ordinator

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
Education/Professional Qualifications	<ul style="list-style-type: none"> ◆ Educated to A- level standard or above. ◆ Member care, pastoral or HR qualification or considerable relevant experience 	<ul style="list-style-type: none"> ◆ Formal study with mission focus
Experience	<ul style="list-style-type: none"> ◆ Cross-cultural work ◆ Pastoral and/or HR experience of at least 3 years 	<ul style="list-style-type: none"> ◆ Overseas living ◆ Range of evangelical denominations ◆ Recruitment and interviewing ◆ Counselling or similar experience
Skills	<ul style="list-style-type: none"> ◆ Can relate to a diverse range of people at different levels, both face to face and remotely. (Zoom or equivalent) ◆ Good listening skills ◆ Strong administration skills and timely record keeping ◆ Good working knowledge of Microsoft Word, Excel and Outlook, or similar packages 	<ul style="list-style-type: none"> ◆ Debriefing skills ◆ Coaching skills
Personal Qualities	<ul style="list-style-type: none"> ◆ Excellent team player ◆ Friendly and warm, relates well ◆ Adaptable and flexible to change ◆ Use initiative and be proactive ◆ Willing to travel within and outside of UK 	