**Part-time Development and Support Worker**

**Person Specification**

Applicants must demonstrate in their application form evidence of their ability to meet the requirements of the Person Specification. Applicants who are short-listed will be assessed in the form of an exercise/test in addition to interview.

**ESSENTIAL**

**Personal Attributes**

Commitment to the ecumenical and Christian ethos of Birmingham Churches Together

Membership in good standing of one of the 50 Churches belonging to Churches Together in England (A list of the Churches can be found [HERE](https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx))

Approachable, pleasant, with the ability to establish and maintain effective relationships with a wide variety of people

Breadth of vision and openness of heart

**Education, Qualifications and Training**

Good general standard of education (A minimum of GCSE, NVQ level 3 or equivalent)

Relevant Administration, and Information-and-Communications-Technology (ICT) Training

**Employment History**

Eligible to work in the UK

Relevant previous or current employment

**Skills and Experience**

High standards of practice, accuracy and presentation of work

Ability to take initiative, prioritise tasks and meet deadlines

Ability, skills and experience in using Internet Technology in the context of an organisation

* Content management systems and social media (WordPress, Facebook, YouTube, Twitter and Instagram)
* ICT software: Microsoft Office: Word, Excel, Access, Outlook and Publisher

Ability to develop and manage communications strategy to cover website and social media

Good written communication skills, with experience of composing e-mails and entries for posting on websites and social media in the context of an organisation

Excellent office administration and organisational skills

* Ability and experience of maintaining both paper and electronic administrative systems
* Secretarial skills and experience, including word processing, e-mailing and minute-taking
* Ability to organise and facilitate meetings of senior Church leaders

Working knowledge of organisational policy and procedures, including GDPR and Safeguarding

**DESIRABLE**

**Personal attributes**

Some knowledge of the diversity of expressions of worship of Christian churches in Birmingham and Solihull

Some understanding of traditional ecumenical structures

Possession of a clean UK driving licence

Ability to work effectively in performing diverse tasks, both independently and as an integral part of the staff team of Birmingham Churches Together and its partner organisations