**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | * **Essential Selection Criteria** | **Desirable Selection Criteria** |
| Education/Qualifications |  | Relevant Industry Qualification eg IWFM (formerly BIFM) |
| **Experience** | Creating and managing effective teams, including experience of line managing and delegating effectively  Managing projects of a diverse and complex nature  Working to a budget  Working with others for a shared outcome or goal  Demonstrated line management responsibilities  Knowledge of current H&S legislation | Experience writing policies and procedures  Knowledge of benchmarking and measuring and monitoring performance  Experience recruiting and managing volunteers |
| **Skills/Competencies** | Excellent interpersonal skills – collaborative, team player, able to work with and influence all types of people.  Self-starting  Able to make informed and sound decisions with wisdom to judge when wider discussion and authorisation is required.  Strong problem-solving skills.  Computer literacy (word-processing, spreadsheets, email and internet)  Able to work to tight deadlines | Comfortable with analysing data and financial statements |

|  |  |  |
| --- | --- | --- |
| **Personal Requirements** | Professional, discreet, with a good work ethic  Flexible, honest and dependable  In sympathy with the mission, ethos and values of the Methodist Church  (See www.methodist.org.uk) |  |

City of Edinburgh Methodist Church  
Scottish Charity Number SC039655