**Person Specification**

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| **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 responsibilitiesKnowledge of current H&S legislation  | Experience writing policies and proceduresKnowledge of benchmarking and measuring and monitoring performanceExperience recruiting and managing volunteers |
| **Skills/Competencies** | Excellent interpersonal skills – collaborative, team player, able to work with and influence all types of people.Self-startingAble 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 |

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| **Personal Requirements** | Professional, discreet, with a good work ethicFlexible, honest and dependableIn 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