



CHURCH CENTRE MANAGER - ST ANDREW'S BEDFORD

PERSON SPECIFICATION



Requirement	Essential / desirable
Qualifications	
degree or diploma (or equivalent qualification)	Desirable
secretarial and /or business qualifications	Desirable
Experience	
experience of church ministry / mission	Essential
experience of working in similar role	Desirable
experience as a team or project leader	Desirable
experience of supervision of volunteers	Desirable
experience of supervision of staff	Desirable
experience of working with church ministers	Desirable
experience of Church of England worship	Desirable
experience of premises management	Desirable
experience of computerised booking system	Desirable
experience of handling petty cash	Desirable
Skills and Competencies	
strong communication skills - written and oral	Essential
strong attention to detail	Essential
general office and clerical skills	Essential
confident IT skills	Essential
planning and workload-management skills	Essential
ability to work autonomously	Essential
excellent organisational skills	Essential
ability to work flexibly	Essential
ability to work calmly & efficiently under pressure	Essential
Personal Attributes	
experience with confidential matters	Essential
sensitivity, patience and compassion	Essential
ability to be courteously decisive	Desirable
ability to manage the unexpected	Desirable
ability to manage difficult conversations	Desirable