

## Person Specification

Job title	Residential Ministry Team		
Department	Ministry Team		
Key:	E = Essential      D = Desirable		

Factors	Requirement	Essential	Desirable
Experience	Providing pastoral support within a Christian setting.	E	
	Administration background in a small office environment		D
	Some training in theology, pastoral care or counselling		D
Knowledge / Qualifications	Graduate or similar standard of education		D
	High standard of written and oral communication skills along with numerical literacy	E	
	Good IT skills including MS Office applications (Word, Excel and Outlook)	E	
Skills / Interpersonal	Has the ability and temperament to work well within a team	E	
	Good listening skills	E	
	Ability to communicate effectively and engage with a broad range of people.	E	
	A calm and caring approach in interactions with guests and other team members	E	
	Has good self-awareness and exhibits flexibility, calmness, kindness and humour.	E	
	Possesses Organisational skills and multi-tasking ability.	E	