

## PERSON SPECIFICATION

**Job Title:** Interim Team Leader

**District:** Leeds Sanctuary, part of the Yorkshire West Methodist District

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Educated to degree level or have equivalent qualification.	X		A, Q
Experienced computer user: able to use Microsoft 365 including Word, Excel, Outlook, Teams and PowerPoint to a proficient level.	X		A, I, E
<b>Proven Ability</b>			
Experience of change management and/or supporting organisations through a time of transition.		X	A, I
Experience of line managing staff.	X		A, I
Experience of managing organisations' strategy and oversight.	X		A, I
Experience of fundraising and writing grant applications.		X	A, I
Experience of chairing meetings.	X		A, I
Experience of holding strategic relationships for an organisation.	X		A, I
Experience of oversight of the complexities of a small organisation and ensuring it is compliant with Charity Commission, Safeguarding, Health and Safety requirements.		X	A, I
<b>Special Knowledge &amp; Skills</b>			
Ability to think strategically, plan ahead and with others lead an organisation in its planning processes.	X		A, I
Ability to work in a team, leading some aspects of the work and embracing the leadership of others.	X		A, I
Ability to line manage others, creating a positive and collaborative culture of management.	X		A, I
Ability to communicate effectively in person and in writing.	X		A, I
Ability to lead and share in prayer and worship.	X		A, I
Ability to deal with issues in a diplomatic, professional and confidential manner both orally and in writing. A good understanding of handling confidential/ personal information.	X		A, I
Ability to support and coordinate volunteers.		X	A, I
Ability to plan and facilitate small groups and events.		X	A, I
Ability to build and maintain strategic relationships.	X		A, I

Any Other Requirements			
Excellent organisational, administrative and time management skills, including the ability to set priorities and manage a varied work load.	X		A, I
Understand and be in sympathy with the aims and work of Leeds Sanctuary and The Methodist Church in Great Britain.	X		A, I
Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.	X		A, I
Flexibility in performing duties to achieve objectives.	X		A, I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service.	X		D

Method of Assessment: A – Application Form, I – Interview, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts), D - DBS Application  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*