**PERSON SPECIFICATION**

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| **Key Criteria** | **Essential** | **Desirable** |
| Qualifications and experience | * Basic education level to GCSE or equivalent
* Appreciation of Minster or Parish worship
* Hands-on experience of basic DIY tasks and cleaning
 | * Experience of working with volunteers and/or leading teams
* Knowledge of Health and Safety issues
* Working knowledge of Microsoft Office including Word and Excel
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| Skills and Abilities | * Good communication skills – a people person
* Visitor facing skills
* Able to work as a member of a team as well as on own using own initiative
* Able to undertake physical tasks e.g. moving furniture
* Able to work at height NB: appropriate training will be given
 | * Marketing ability
* Presentation skills
* Willingness to grow knowledge of all aspects of Audio-Visual equipment
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| Personal Qualities | * Committed Christian in sympathy with the aims and objectives of the Church of England
* Be in sympathy with the mission of the Minster and participate in its worship
* Self-motivated and proactive, using initiative to recognise matters which need attention, being open and energetic in dealing with responsibilities
* Willing to work flexibly including work outside of normal hours
* Have high presentation standards in all aspects of their work
* Discreet and able to maintain confidentiality
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**Personal circumstances**

The post is subject to an occupational requirement that the holder be a committed Christian.

All appointments are subject to references, a medical declaration and six months probationary period.

The appointed candidate will need to have an enhanced Disclosure & Barring Service check (including barred list check) and the post will be subject to this clearance. The appointed person will be required to adhere to the safeguarding policy and all other policies of the Minster.