



## **PERSON SPECIFICATION**

**JOB TITLE:** Church Hall Manager

### **ESSENTIAL**

- Willingness to work in sympathy with the Christian aims and ethos of the church
- Willingness to be involved in the life of St. Mary's Church
- Welcoming approach to visitors and users of the church buildings
- Proactive and flexible
- Organisational skills including effective time management, ability to work accurately and consistently, and to strict deadlines.
- Ability to balance multiple tasks and demands.
- Ability to communicate clearly and concisely, both orally and in writing.
- Computer skills, ability to use Microsoft Office (inc Word, Outlook, Excel) and Google Drive applications.
- Ability to work on own initiative, and also to be a collaborative and supportive team member.
- Willingness to learn new skills
- Ability to be polite and friendly but firm, where required, with hall users.

### **DESIRABLE**

- Willingness to play a full part in the life of St. Mary's
- Experience of supporting volunteers

July 2019