**Template** **for Person Specification for**

**Secretary of Committee**

### Person Specification

#### Role: Secretary of [X] Committee

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| **Requirements** | **Essential** | **Desirable** |
| Experience and Knowledge | * Previous experience in a similar administrative or secretarial role | * Knowledge of URC governance structures or a willingness to learn * Understanding of the principles of safer recruitment or a willingness to learn |
| Skills and Abilities | * Strong written and verbal communication skills * Good IT skills, including Microsoft Office, Zoom and email | * Attention to detail |
| Other | * Member of the United Reformed Church * Commitment to embedding principles of Equality, Diversity and Inclusion |  |

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