**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
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| Skills and Abilities | * Strong written and verbal communication skills
* Good IT skills, including Microsoft Office, Zoom and email
 | * Attention to detail
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| Other | * Member of the United Reformed Church
* Commitment to embedding principles of Equality, Diversity and Inclusion
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