

Person Specification for Convenor



Person Specification

Role: Convenor of The Accreditations sub-committee of the Ministries Committee

Requirements	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Experience in convening/ chairing meetings • Leadership experience, ideally in a committee or governance role • Experience in facilitating discussions and building consensus • Knowledge of the ministries of the church including Ministers of the Word and Sacraments, Church Related Community Workers, Lay Preaching and Pioneering 	<ul style="list-style-type: none"> • Understanding of the principles of safer recruitment or a willingness to learn • Knowledge of URC governance structures, policies and procedures or a willingness to learn
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills, both written and verbal, with the ability to engage and influence diverse stakeholders • Ensure effective oversight of processes and procedures • Work collaboratively with a diverse range of people • Good IT skills including Microsoft Office, Zoom and email 	<ul style="list-style-type: none"> • Ability to facilitate both online and in-person meetings • Ability to support the development of committee members • Strong public speaking and presentation skills
Other	<ul style="list-style-type: none"> • Member of the United Reformed Church • Commitment to embedding principles of Equality, Diversity & Inclusion 	