## Template for Person Specification for Convenor



### Person Specification

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

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| **Requirements** | **Essential** | **Desirable** |
| Experience and Knowledge | * Experience in convening/ chairing meetings
* Leadership experience, ideally in a committee or governance role
* Experience in facilitating discussions and building consensus
 | * 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
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| Skills and Abilities | * 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 andemail | * Ability to facilitate both online and in-person meetings
* Ability to support the development of committee members
* Strong public speaking and presentation skills
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| Other | * Member of the United Reformed Church
* Commitment to embedding principles of Equality, Diversity & Inclusion
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