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

A cross with a blue fish and text

AI-generated content may be incorrect.**Secretary of Committee**

### Person Specification

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

|  |  |  |
| --- | --- | --- |
| **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 |  |

# 