Person Specification for Convenor of Ministries

Person Specification

Role: Convenor of the Ministries

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 • Knowledge of the various ministries of the church •	• 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 • Knowledge of and experience in structures and processes in Higher and Further Education Institutions
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 and email	• Ability to facilitate both online and in-person meetings • Ability to support the development of committee members • Strong public speaking and presentation skills
Other	• Member of the United Reformed Church • Commitment to embedding principles of Equality, Diversity & Inclusion	