

Person Specification for Convenor of the Assessment Board



Person Specification

Role: Convenor of the Assessment Board

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 various ministries of the church• Knowledge of structures and practices of candidating at Synod level• Knowledge of and experience in structures and processes in Higher and Further Education Institutions	<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• Knowledge of the structures and practices of the RCLs, Synod Committee and candidate selection involvement 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	
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