

# Person Specification for Convenor of Church Life Fund Committee

## Person Specification

Requirements	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience in convening/ chairing meetings</li> <li>• Leadership experience, ideally in a committee or other governance role</li> <li>• Experience in facilitating discussions and building consensus</li> <li>• Knowledge of URC governance structures, ethos, policies, and procedures</li> <li>• A heart for joining in with where God is at work in the world and growing the Church</li> <li>• A commitment to, and strong understanding of, good stewardship of the Church's resources</li> <li>• Basic knowledge of charity and fund governance</li> <li>• Understanding of financial scrutiny, budgeting, or grant assessment</li> <li>• A willingness to advocate for change, and the work of the Church Life Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of being part of a committee in the URC at local church, synod, or Assembly level</li> <li>• Experience in and knowledge of one of the Church Life Fund's funding streams, i.e. shared service provision (HR, IT, payroll, accounting, buying), lay worker grants (employment law), or new communities of discipleship and worship</li> <li>• Understanding of charity law</li> <li>• Experience of charitable grant-making</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Strong communication skills, both written and verbal, with the ability to engage with diverse stakeholders</li> <li>• Ability to facilitate both online</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support committee members in their roles</li> <li>• Strong public speaking and presentation skills</li> <li>• Conflict resolution</li> </ul>

	<ul style="list-style-type: none"> <li>and in-person meetings</li> <li>• Ensure effective oversight of processes and procedures</li> <li>• Work collaboratively with a diverse range of people</li> <li>• Good IT skills including Microsoft Office, Zoom and email</li> <li>• Work collaboratively with a diverse range of people</li> <li>• Ability to analyse complex information and make evidence-based decisions</li> </ul>	training
Other	<ul style="list-style-type: none"> <li>• Member of the United Reformed Church</li> <li>• Commitment to confidentiality in handling of sensitive financial and pastoral information</li> <li>• A commitment to equality, diversity, and inclusion</li> <li>• Awareness of safeguarding and best practice in the church</li> </ul>	