

**Person Specification**

**Post: Lay Pastoral Assistant – Salisbury Methodist Circuit**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Education & Training	Educated to GCSE level or equivalent		A.D
Proven ability	Experience of pastoral work in a Christian Context.	Experience of pastoral visiting and care	A.I
	Ability to develop positive relationships and build Christian community		I
	Able to lead small groups		I
	Able to work collaboratively and facilitate the inclusion of all within the church.		I
Special knowledge & skills	Awareness of and a strong commitment to good practice in Pastoral work, especially in areas of Safeguarding, confidentiality and maintaining appropriate boundaries.		I
	Recent attendance at Methodist Church safeguarding training (foundation and advanced) or willingness to attend training.		A.D
	Able to use standard Microsoft Office packages (particularly Word) and email.	Good administrative skills for record keeping, safeguarding and GDPR.	A.I
Special Qualities or Aptitudes	Able to communicate effectively in writing and verbally	Able to contribute effectively to a team	I. E
	Able to motivate self and others		I
	Able to set and work to goals without direct supervision	Able to adapt to changing priorities and circumstances	I
	Able to work unsocial hours (eg evenings and weekends) if required.		I
Any other requirements	Willing to work alone		I
	Able to drive with access to own transport		I
	Genuine occupational requirement – a personal Christian Faith.	Current and active member of a Christian Church or Community	A.I
	Willingness to understand and engage with The Methodist Church and its ethos and be subject to its disciplines.		I
	Satisfactory Enhanced DBS Disclosure		D

A=Application form; I= Interview; D=Documentary Evidence; E=Exercise