



PERSON SPECIFICATION

DIOCESE OF LINCOLN
 faithful · confident · joyful

| CATEGORY | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT A-application C-certificates I-interview |
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| QUALIFICATIONS & SKILLS | The post holder will be educated to degree level or an equivalent qualification and/or have demonstrable experience in historic building management, conservation, heritage and community project working / working with places of worship. | | A and C |
| EXPERIENCE | <p>Excellent computer literacy, able to use Microsoft Office software with accuracy and confidence and experience of using social media platforms</p> <p>Experience of working with community groups and groups in a heritage environment</p> <p>Demonstrable experience of recruiting volunteers and delivering volunteer training events and programmes</p> <p>Highly diplomatic with the ability to communicate with colleagues, stakeholders and volunteers in a calm, courteous and confident manner</p> <p>Experience of managing project finances to deliver key outcomes, on time and within budget</p> | | <p>A</p> <p>A and I</p> <p>A</p> <p>A and I</p> <p>A and I</p> |

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| | <p>An ability to work in an ethos of a Christian organisation, although Faith is not a requirement.</p> | <p>Familiarity with working on and with National Lottery Heritage Fund grant funded projects and processes</p> <p>Previous experience of project management in the heritage sector</p> <p>Knowledge and understanding of the Church of England and its governance structures.</p> | <p>I</p> <p>A and I</p> <p>A</p> <p>A and I</p> |
| <p>KEY COMPETENCIES</p> | <p>Self-motivation</p> <p>Well-developed written and verbal communication skills including telephone manner</p> <p>Able to work independently and reliably with minimum supervision</p> <p>A team player who is able to work flexibly and positively with others</p> <p>A good listener, with the ability to communicate effectively with people of varying ages, abilities and experience</p> <p>Approachable, friendly and a good motivator</p> <p>Ability to work flexible hours, including occasional evening and weekend works as required</p> | <p>Due to restrictive public transport in Lincolnshire, it is desirable to be able to drive and have use of a vehicle</p> | <p>I</p> <p>A</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A</p> |

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| | | <p>Creative with an ability to initiate new ideas and have a positive approach to problem solving</p> <p>Awareness of health and safety and able to undertake and compile risk assessments</p> | <p>I</p> <p>A and I</p> |
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