

Person Specification for the Bradford City Centre Resource Church Operations Director

Summary of Job: Please refer to the Role Description.

The selection of candidates for short-listing will be based on this specification which should be read in the light of the Role Description and Stage 2 Strategic Development Funding Bid Document and applicants should bear this in mind when preparing their application and completing the application form.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS		Educated to degree level or equivalent	Application form
SKILLS AND EXPERIENCE	<p>Proven experience in high level strategic thinking and in paying close attention to detail</p> <p>Experience of developing and implementing financial, administrative and organisational systems</p> <p>Experience of events / bookings marketing and management</p> <p>Experience of operations management</p> <p>Track record of successful team leadership with paid staff and volunteers</p> <p>Experience of dealing effectively with difficult and complex situations</p>	<p>Good understanding of church life and organisation</p> <p>Track record of project management</p>	<p>Application form and interview</p>
CIRCUMSTANCES PERSONAL	Own transport / workable alternative.		Application form and interview

<p>DISPOSITION/ADJUSTMENT /ATTITUDE</p>	<p>Fully supportive of the aims and objectives of Fountains Church</p> <p>Confident in their own faith and secure in their own identity as a Christian leader</p> <p>Willing to serve others, irrespective of status, role, race, culture etc</p> <p>A positive team player, able to encourage and work collaboratively with volunteers and paid staff</p> <p>Proactive approach and commitment to see projects through to completion</p> <p>Commitment to safeguarding policy and practice</p> <p>Self-motivated with ability to adapt to different work pressures and meet deadlines</p>		<p>Interview</p>
<p>PRACTICAL AND INTELLECTUAL SKILLS</p>	<p>Proficient in MS Word, Excel and Power Point</p> <p>Strong administrative skills</p> <p>Excellent communication skills both written and oral</p> <p>Excellent interpersonal and relationship building skills across all people groups.</p> <p>Good budget management skills</p>		<p>Application form, presentation and interview</p>