



## CTE Principal Officer for Pentecostal, Charismatic and Multi-cultural Relations

### PERSON SPECIFICATION

| Attributes                          | Essential   | Desirable   |
|-------------------------------------|---|---|
| <b>1) Education/ Qualifications</b> | a) GCSE/A Levels  |   |
|                                     | b) Degree   | c) Degree in Theology or related subject                                    |
| <b>2) Work Experience/ Skills</b>   | a) Experienced in Pentecostal and/or charismatic churches and black majority traditions |   |
|                                     | b) Management skills  |   |
|                                     | c) Demonstrable self-management skills  |   |
|                                     | d) Experience in working with individuals from different denominations                  |   |
|                                     |   | e) Experience in a related field  |
|                                     |   | f) Experience of working with external agencies and bodies                  |
|                                     |   | g) Team working skills and initiative to work alone                         |
|                                     |   | h) Good administration, report writing and IT skills                        |
|                                     |   | i) Excellent communicator, orally and in writing, with people at all levels |
|                                     |   | j) Highly motivated and displaying initiative and determination             |
|                                     |   | k) Experience in project management   |

|   |  |   |
|---|--|---|
|   | l) Practical approach to time management and organisation  |   |
|   | m) Influencing skills, working with and through others, to effect change and get things done   |   |
|   | n) Understanding of theological reflection   |   |
|   | o) Ability to promote key values and aims  |   |
|   |  | p) Full driving licence and own transport |
|   | q) Experience in handling sensitive situations   |   |
| <b>3) Special Attributes (characteristics/ qualities)</b> | a) Ability to liaise effectively with a range of professionals /bodies   |   |
|   | b) Confident, professional and calm, even when under pressure  |   |
|   | c) Resilient and able to cope with multiple internal/external demands  |   |
|   |  | d) Sense of humour                        |
| <b>4) Values:</b>   | a) Honesty; Openness; Reliability; Accountability; Confidentiality   |   |
| <b>i) Personal Integrity</b>                              |  |   |
| <b>ii) Outstanding Service to People</b>                  | b) Honouring and empowering those we serve; Offering choice wherever possible  |   |
| <b>iii) The Importance of Every Individual</b>            | c) Respect; Caring for people; Equal opportunities; Valuing differences; Non-discriminatory; Non-judgemental; Non-exploitative; Person centred in approach |   |
| <b>iv) The Importance of Working Together</b>             | d) Supporting each other; Working as a team; Being   |   |

|                                    |   |  |
|------------------------------------|---|--|
|                                    | flexible and creative when responding to needs;<br>Recognising more is achieved in harmony than alone                   |  |
| <b>v) Faith</b>                    | e) Respecting and Understanding that the organisation is a Christian Charity  |  |
| <b>vi) Professional Competence</b> | f) Getting the basics right; Earning a high regard in our field; Maximising delegation; Empowering and developing teams |  |