

ACTION OF CHURCHES TOGETHER IN SCOTLAND

General Secretary Person Specification

	EXPERIENCE		Means of Assessment	
1	Extensive experience of ecumenical working		Application form, interview, references	Essential
2	Experience of managing staff, financial planning and budgetary control.		Application form, interview, references	Essential
3	Experience of working with trustees, a management board or non-executive directors.		Application form, interview, references	Desirable
4	Experience of media relations.		Application form, interview, references	Desirable
	SKILLS AND ABILITIES			
5	Ability to construct and express a vision for ecumenical development		Application form, presentation, interview	Essential
6	Ability to create a collaborative working environment through networking, negotiation, facilitation and teamworking skills.		Interview, references	Essential
7	Good oral and written communication skills.		Presentation, interview	Essential
8	Ability to delegate effectively and to prioritise and manage his/her own workload.		Interview, references	Essential
9	Sound organisational and administrative skills.		Interview, references	Essential
10	Familiarity with Microsoft Office and email software or equivalent.		Application form, interview	Desirable
	KNOWLEDGE			
11	Knowledge of the breadth and diversity of the Church scene, openness to different theologies, ecclesiologies and perceptions of ecumenism.		Application form, interview, references	Essential
12	Background in theology sufficient to give credibility when talking with Church leaders		Application form, interview, references	Essential
	OTHER ATTRIBUTES			
13	Active Member in good standing of one of the member churches of ACTS or CTBI.		Application form, references	Essential
14	Health compatible with requirements of the job (subject to reasonable adjustment as per Disability Discrimination Act). Able to work flexibly, including weekend and evening meetings.		Interview, medical report	Essential