

Church Manager Person Specification	
Experience	
Essential	Desirable
A mature Christian	Experience of practical service in a church
	A good understanding of the Baptist denomination
Experience of administration/business management within a commercial or non-profit organisation	A good level of secondary education

Skills
<ul style="list-style-type: none"> <li>▪ Adaptability – effective in different surroundings (time and place) and with different tasks and people</li> <li>▪ Communication (Oral, Presentation, Written) – clear, concise, and understandable, with a range of people</li> <li>▪ Confidentiality – an ability to maintain confidentiality and handle matters in a sensitive and compassionate manner</li> <li>▪ Information Gathering - collects detailed information (in breadth and depth) from a range of sources and using appropriate methods</li> <li>▪ Initiative – willing to take responsibility for issues and to prompt action</li> <li>▪ IT skills – including a good working knowledge of Microsoft Office</li> <li>▪ Leadership – able to take responsibility for a task or project; to give direction and support to others so that the work is done.</li> <li>▪ Numeracy skills – able to operate financial systems</li> <li>▪ People development – supports members of staff and volunteers by giving feedback and providing learning opportunities</li> <li>▪ Planning and implementation – sets priorities, gives responsibility to others and monitors progress so that the task or project is achieved</li> <li>▪ Problem solving – analyses the important aspects of a problem and develops practical and high-quality solutions</li> <li>▪ Quality focus – shows a concern for all aspects of the task/project and ensures that high levels of excellence are achieved</li> <li>▪ Service Focus - sees that the needs of our users (internal and external) are met so that everyone benefits</li> <li>▪ Team working – able to work sensitively and cooperatively with others – staff and volunteers – and those in the wider system of work</li> </ul>

**Safer Recruitment:** Emmanuel Baptist Church is **committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.** During our recruitment processes we assess the suitability of all prospective employees or volunteers in line with this commitment. A DBS check will be required for the successful candidate.