

PERSON SPECIFICATION

POST TITLE Facilities Support (Casual)

TEAM Facilities

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) Using own initiative to take a task through to completion b) Working as part of a team c) Flexible working practices d) Prioritising tasks to meet deadlines 	<ul style="list-style-type: none"> a) Working in a role that involved manual lifting at work b) Working in a customer service role c) Supervising volunteers

	Essential	Desirable
Knowledge		<ul style="list-style-type: none"> a) Events and hospitality industry b) An understanding of health and safety issues as pertain to the tasks to be undertaken in this role c) Risk Management

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Good customer service skills b) Good communication skills c) Excellent organisational skills d) Ability to prioritise and achieve deadlines e) Good interpersonal skills f) Ability to maintain confidentiality g) Accuracy and attention to detail, particularly when working to tight deadlines h) Ability to work as part of a team 	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Adhere to the vision and values of KingsGate b) Self-motivated c) Willingness to work in a flexible manner d) Willingness to serve others e) Initiative and enthusiasm f) Positive and friendly manner with 'can do' approach g) Punctual and reliable h) Commitment to equality & diversity 	

This person specification was reviewed by Exec Pastor (Operations and Management Support) in October 2021.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.