



	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>a) Microsoft Outlook, Word, PowerPoint &amp; Excel</li> <li>b) Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>a) An understanding of the underlying drivers of poverty.</li> <li>b) Safeguarding</li> <li>c) Data Protection</li> <li>d) Risk Management</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>a) Strong leadership and motivational skills</li> <li>b) Excellent people management skills.</li> <li>c) Ability to delegate and empower staff</li> <li>d) Excellent written and verbal communication</li> <li>e) Excellent planning and organisational skills</li> <li>f) Problem solving</li> <li>g) Ability to prioritise and achieve deadlines</li> <li>h) Good interpersonal skills</li> <li>i) Accuracy and attention to detail, particularly when working to tight deadlines</li> <li>j) Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>a) Ability to occasionally carry out manual handling activities.</li> <li>b) Ability to work with people with a range of abilities and experiences.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Other attributes</b>	<ul style="list-style-type: none"> <li>a) Committed Christian</li> <li>b) Respect the vision and values of KingsGate</li> <li>c) Confident and professional approach.</li> <li>d) Empathy and Compassion, with a passion for serving people struggling against poverty.</li> <li>e) Willingness to work in a flexible manner</li> <li>f) A motivation to contribute to the ongoing development of Community Action projects.</li> <li>g) Initiative and enthusiasm</li> <li>h) Commitment to equality, inclusion and diversity.</li> <li>i) Ability to travel between locations within the city.</li> <li>j) Willingness to work non-standard hours when necessary.</li> </ul>	

This person specification was reviewed by the Head of Community Action in July 2024

**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.**