

**ONE Opportunity (District Young Leader) Administrator**



**PERSON SPECIFICATION**

**Post: ONE Opportunity (District Young Leader) Administrator**

Lay Employee in Northampton District based at home.

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>		A relevant Diploma or Degree/ Level 4 NVQ in administration	Q
<b>Proven Ability</b>	Strong written and oral communication skills to develop materials and production of a wide range of materials using text and graphics (posters, fliers, reports)		A, I, E
		Graphic manipulation / creation.	A, I, E
	Able to communicate with people of all ages and backgrounds		A, I
		Ability to communicate and be sensitive to the particular needs of young people.	A, I
	Proof reading, spelling and grammar checking ability.		A, I, E
	Ability to manage own time flexibly in line with varying project demands.		A, I
	Ability to work to deadlines and manage competing priorities.		A, I
	Able to offer leadership to the team in managing tasks on time.		A, I

<b>Special Knowledge &amp; Skills</b>		Able to lead Worship	A, I
	Ability to summarise information from several sources, to produce summary newsletters, reports and web updates for different contexts.		A, I
		Web page editing skills.	A, I, E
	Able to confidently use Microsoft Word, Power Point, Excel and email.		Q, A, E
		Able to use and develop Access databases, particularly for email distribution and document merging functions.	Q, A, E
	Willing and able to use Facebook, or alternative for communication in a closed group.		A, I
		Able to generate events, manage pages on Facebook and other social media.	A, I
	Ability to offer project managing and mentoring to the young people on the scheme		A, I
	Able to critically assess and assist the team in developing ONE Opportunity (District Young Leader)		A, I
<b>Special Qualities or Aptitudes</b>	Able to work flexibly as part of a small team.		A, I
	Able and willing to work alone for periods of time without close supervision		A, I
	Able to motivate self and others		A, I
		Able to set and work to goals without direct supervision	A, I
		Sensitive towards people of all Christian traditions, those of other faiths, and those of no	A, I

		faith	
		Able to adapt to changing priorities and circumstances	I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism		I
	Satisfactory Enhanced Disclosure (DBS)		DBS Application

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)