

Company Secretary and Trust Officer - Personal Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Qualifications	Educated to degree level or equivalent	Member of the United Reformed Church	Application Form
Experience	Experience of administration Experience of working within conciliar structures	Experience of strategic planning.	Application Form/ Interview
Knowledge	Knowledge of Charity, Company and Trust legislation	Knowledge of the structures of the United Reformed Church Some knowledge of churches in the Yorkshire Synod Understanding of ecumenical working. An understanding of Christian mission perspectives	Application Form/ Interview
Skills and Abilities	An ability to read information from a variety of sources, including legal and Trust documents and understand the implications for the Synod or local churches which arise therefrom An excellent administrator. Ability to prioritise work in the face of conflicting demands Ability to work as part of a team taking the leadership role where appropriate. Ability to communicate well both verbally and in writing. Ability to relate to the churches and individuals across the Synod. Ability to relate to professionals in the field Ability to represent the Synod and the United Reformed Church.	Ability to think creatively and flexibly. Ability to encourage co-operation amongst groups of people with a variety of interests and levels of expertise. Ability to utilise modern communications appropriately.	Application Form/ Test/Interview