**DURHAM DIOCESE VOLUNTEER**

**PERSON SPECIFICATION**

**Vacancy Audit Coordinator**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** |
|  | **QUALIFICATIONS** |  |
| 1 | Educated to degree level or equivalent and/or holding an appropriate theological/missional/evangelistic qualification. | Desirable |
|  | **EXPERIENCE** |  |
|  | Experience of change management, training, developing and coaching staff. | Essential |
|  | Experience of church leadership. | Desirable |
|  | Experience of the Vacancy Audit Process. | Desirable |
|  | **KNOWLEDGE** |  |
| 2 | Understanding of church and other worshipping communities and how ministry and mission delivery happens and an understanding of, and commitment to, the context & culture of the North East region. | Essential |
|  | Understanding of the current structures, culture and breadth of the Church of England in both parish and diocesan life. | Essential |
|  | **SKILLS & APTITUDES** |  |
| 3 | Ability to work collaboratively with lay leadership, parish clergy and volunteers, and commitment to lay/clergy mutuality. | Essential |
| 4 | Ability to work effectively across the spectrum of Church of England traditions. | Essential |
| 5 | Good written and oral communication skills, able to summarise complex information, be persuasive and sympathetically convey difficult messages when necessary. | Essential |
| 6 | Able to use initiative to identify new approaches and share experiences. | Desirable |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |
| 7 | Able to travel widely around the diocese; with some evening work. | Essential |

This volunteer role is open to both ordained and lay candidates.