



**St Andrews Baptist Church
Person Specification
Children, Youth and Families**

Personal qualities

- Strong interpersonal, verbal and written communication skills.
- Excellent attention to detail.
- Excellent administration, organisational and time management skills.
- Ability to work independently, to initiate projects and to be administratively self-sufficient.
- A flexible approach and eagerness to ‘roll up your sleeves’.

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience/Skills		
Ability to communicate effectively, develop appropriate relationships and build networks in a variety of settings with a wide age range of people (multi-agency partnership, other churches, individuals and families)	✓	
Experience in establishing, developing and maintaining positive relationships with children and young people including an ability to communicate effectively in an interactive and engaging manner in small and large group settings.	✓	
Awareness of the Baptist church scene and Scottish school system		✓
Experience of working in a church or Christian organisation	✓	
Good group management skills	✓	
Experience of working with schools		✓
Good written communication, record keeping and presentation skills	✓	
Computer literate, as a minimum - experience of Word, Excel, PowerPoint and email	✓	
Able to inspire, support, train and encourage volunteers.	✓	
Good knowledge of data protection principles and procedures		✓
Good knowledge of safe-guarding and risk assessment principles and procedures		✓
Experience of presenting and/or preaching		✓
Leadership		
Ability to inspire confidence and accept responsibility in a variety of contexts	✓	
Able to manage a varied and emotionally demanding job.	✓	
Experience of leading teams and being able to delegate appropriately	✓	

Experience of envisioning, training and supporting volunteers		✓
Education/Qualifications		
Educated to degree level and/or a relevant qualification	✓	
Significant experience in teaching/social work/working with children	✓	
Significant experience in Biblical Studies/Theology/Children's Ministry	✓	
Social		
A practising Christian whose lifestyle is in keeping with the Church's ethos and having the confidence of his or her church fellowship	✓	
Passionate about working with children, families and youth	✓	
Able to undertake evening and weekend duties	✓	
Aptitude		
Ability to articulate Biblical truth and share clearly with children and young people	✓	
Ability to encourage others in Christian discipleship	✓	
Ability to represent the church in a professional manner	✓	
Capacity to multi-task across simultaneous projects		✓
Demonstration of commitment and drive	✓	
Ability to be both self-motivated and an adaptable team player	✓	
Other		
Successful application to PVG/Disclosure Scotland on behalf of St Andrews Baptist Church	✓	
Ability to travel to perform the duties of this role in St Andrews and Fife		✓
Musical Ability		✓
The successful applicant must have the ability to work in the UK	✓	