

Holy Trinity Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Chaplaincy Co-ordinator	Directorate/School: Holy Trinity	Grade: 6
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	A practising Catholic or a practising member of the Church of England	A/I	Essential
2.		Experience of working with children of relevant age in a learning environment	A/I	Essential
3.	Education and Training Attainments	4 GCSE's at grade A* to C, including English and Maths or equivalent	A/I	Essential
4.		Degree level qualification	A/I	Desirable
5.		Excellent numeracy / literacy skills	A/I	Essential
6.		Relevant additional qualifications commensurate with the role	A/I	Desirable
7.		Excellent IT skills	A/I	Essential
8.	General and Special Knowledge	Various styles and approaches to worship	A/I	Essential
9.		Working knowledge of biblical scripture and its application to everyday life	A/I	Essential



10.		A sensitivity and understanding of the traditions of the Catholic and Church of England churches	A/I	Essential
11.		Ability to organise, lead and motivate a team	A/I	Essential
12.		Willing to constantly improve own practice / knowledge through self-evaluation and learning from others	A/I	Essential
13.		Experience working with children & young people	A/I	Essential

14.	Skills & Attributes	Ability to relate well to children and adults	A/I	Essential
15.		Ability to work constructively as part of a team	A/I	Essential
16.		Confident in leading of worship to a range of audiences	A/I	Essential
17.		Ability to self-evaluate	A/I	Essential
18.		Ability to communicate with people at all levels	A/I	Essential
19.		Confident as a communicator	A/I	Essential
20.		Ability to be creative and work using own initiative	A/I	Essential

21.	Additional Factors	Demonstrate a commitment to Equal Opportunities	A/I	Essential
22.		Comply with all BMBC policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and Data Protection	A/I	Essential
23.		Practising member of the Catholic Church or the Church of England Church	A/I	Essential
24.		Committed to promoting the Christian vision of Holy Trinity	A/I	Essential

