

# UNITED CHURCH DORCHESTER

49 – 51 Charles Street Dorchester Dorset DT1 1EE



## Pastoral Support Assistant

## Person Specification

Attribute	Essential	Desirable	Method of Assessment
<b>Education and Training</b>	Educated to GCSE level or equivalent	Qualification in an area relevant to pastoral work	Q
<b>Proven Ability</b>	Able to engage with people in need of pastoral support	Evidence of previous work (whether paid or voluntary) in a pastoral context	A,I
<b>Knowledge and Skills</b>	Some knowledge of sources of practical support for people in need		A,I
	Able to maintain accurate and up to date records		A,I
<b>Special Qualities or Aptitudes</b>	Able to communicate effectively (verbally and in writing) in a variety of contexts		A,I
	Able to manage own workload without direct supervision	Able to set priorities and adapt to changing circumstances	A,I
	Able to empathise with others in a wide range of circumstances		A,I
	Able to maintain confidentiality		A,I
<b>Other Requirements</b>	Current and active member of Christian Church or community	Able to prepare and share prayers and other Acts of Worship.	A,I
	Willing to understand and work within the beliefs of the Methodist & URC		A,I

	church and be subject to its discipline		
	Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults		A,I
	Able to work flexibly to meet the needs of the post		A,I
	Holder of a current driving licence with access to transport		A,I
	Satisfactory enhanced disclosure from the Disclosure and Barring Service		Q

A Application; I Interview; Q Proof of Qualification