

PERSON SPECIFICATION

Job Title: Communications and Digital Mission Coordinator

Church/Circuit/District: Trinity Methodist Church Woking

| Attributes | Essential | Desirable | Method of Assessment |
|--------------------------------|--|--|----------------------|
| Education & Training | Educated to GCSE level or equivalent | Educated to degree level or have equivalent qualification | A, Q |
| | | Academic or vocational qualification in a relevant subject area, for example digital marketing or multimedia | A, Q |
| Proven Ability | Extensive knowledge and examples of using different Social Media Channels | | A, I, E |
| | Current and active member of Christian Church or Community | | A, I |
| Special Knowledge & Skills | Use of Adobe Creative Suite/Canva/Logic/Hootsuite or similar | | A, I, E |
| | Audio, photographic and video editing skills (training can be given, but a good base is essential) | | A, I |
| Special Qualities or Aptitudes | Strong written and oral communication skills | | A, I, E |
| | Able to contribute effectively to a team | | A, I |
| | Able to adapt to changing priorities and circumstances | | I |
| Any Other Requirements | Willingness to understand and engage with Methodism | | I |
| | Satisfactory Enhanced Disclosure from the Disclosure & Barring Service | | DBS Application |

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)