

**NORTHERN SYNOD  
LEARNING AND DEVELOPMENT OFFICER  
PERSON SPECIFICATION**

The post is open to lay applicants who are full members of a church belonging to Churches Together in Britain and Ireland (CBTI), the Council for World Mission (CWM) or the World Communion of Reformed Churches (WCRC).

REQUIREMENT	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> <li>A recognised qualification in development and training, education or theology.</li> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>Demonstrable experience of identifying adult training needs, developing and implementing training strategies and evaluating development outcomes.</li> <li>Proven experience of creating and delivering bespoke and innovative L&amp;D interventions.</li> <li>Demonstrable ability to work in teams and build relationships.</li> <li>Track record of delivering agreed outcomes on time and within budget.</li> <li>Evidence of proactively organising and prioritising own work load to enable working as part of a team or alone.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of change management and supporting individuals and teams through change.</li> <li>Experience leading public worship</li> <li>Leadership experience in a local church</li> </ul>	Application / Interview

Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of development and training approaches and techniques, including training needs analyses and the ability to put these into practice.</li> <li>• An awareness of theology and the practice of mission.</li> <li>• Awareness of the full range of equality, diversity and discrimination legislation and their application in a L&amp;D situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the structures of the United Reformed Church</li> <li>• Knowledge and experience in current methods of biblical study and theological reflection.</li> </ul>	Application / Interview
Skills and abilities	<ul style="list-style-type: none"> <li>• Ability to deliver results and drive change.</li> <li>• Excellent interpersonal and communication skills</li> <li>• Excellent presentation skills</li> <li>• Excellent time management</li> <li>• Facilitation skills</li> <li>• Ability to interact comfortably in a wide variety of settings</li> <li>• An ability to inspire and motivate others</li> <li>• Good computer literacy</li> <li>• Budget management</li> <li>• Empathetic listener.</li> <li>• Has the confidence to challenge.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in project management &amp; change</li> <li>• Ability to develop personal gifts</li> <li>• Ability to work with people across a theological spectrum</li> <li>• Mediation and conflict resolution</li> <li>• Consultancy skills to enable groups and individuals to identify opportunities and resolve problems creatively</li> <li>• Excellent IT skills</li> </ul>	Application / Interview
Other	<ul style="list-style-type: none"> <li>• A passion for development and training</li> <li>• Openness to new ideas and ways of working</li> <li>• Adopts a flexible approach to the requirements of the job to include working hours, weekends, evenings and residential by arrangement.</li> <li>• A willingness to travel extensively throughout the synod.</li> </ul>	<ul style="list-style-type: none"> <li>• Active Church Member</li> </ul>	Application /Interview