Scargill Movement
Lives shared, lives transformed

Community Support Lead

Person Specification

Essential attributes

- Occupational requirement to be a practising Christian, with a call to be fully engaged in the spiritual life of the Community and aligned with Scargill's vision and values
- Right to work in the UK, subject to DBS checks
- Effective communicator with the ability to relate sensitively both to Community members and guests
- A team player who values and thrives on collaborative working
- Ability to teach and encourage individuals to reach their potential
- Excellent organisational and time-management skills (for self and others)
- Flexibility in coordinating the varied aspects of the role and in learning new skills
- Capable of recognising pressure points and adjusting plans calmly when priorities need to shift
- Demonstrate tact and diplomacy in dealing with sensitive and confidential issues
- Able to manage the physical demands of Community life
- Strong commitment to diversity and inclusion

Skills and knowledge

- Proficiency with office software and administrative systems, including MS Office (Word, Outlook, Excel, timetabling tools). Experience of Publisher and PowerPoint are desirable
- Formal qualifications and HR experience are desirable but not essential
- Continuing professional development and training will be available to help grow knowledge and skills