

**Clapham Methodist Church**

**Lambeth Circuit, London District of the Methodist Church**

**Clapham Night Hub Manager – Person Specification**

|                                                                                                                                          | Essential | Desirable | Method of Assessment |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------|
| <b>Education &amp; Training</b>                                                                                                          |           |           |                      |
| Educated to GCSE level or equivalent                                                                                                     | X         |           | Q                    |
| Educated to A level or equivalent                                                                                                        |           | X         | Q                    |
| Training course or qualification in practical mission, theology, social studies or any subject related to community work or volunteering |           | X         | Q and I              |
| <b>Proven Ability</b>                                                                                                                    |           |           |                      |
| Ability to write clear reports                                                                                                           | X         |           | A, I and P           |
| Ability to work alongside other professionals and volunteers                                                                             | X         |           | A and I              |
| Ability to prioritise tasks under pressure                                                                                               | X         |           | A and I              |
| <b>Special Knowledge &amp; Skills</b>                                                                                                    |           |           |                      |
| Ability to keep good records and monitor service usage                                                                                   | X         |           | A and I              |
| Familiarity with and sympathy with the Christian community and ethos of the Methodist Church                                             | X         |           | I                    |
| Ability to communicate effectively across a range of mediums                                                                             | X         |           | I                    |
| Ability to work with and relate to people within a multi cultural environment                                                            | X         |           | A and I              |
| Ability to work with clear boundaries and use own initiative when making decisions                                                       | X         |           | A and I              |
| Experience of multi-cultural, multi-ethnic inner city community and the dynamics of the night-time economy in a town or city centre      | X         |           | A and I              |
| <b>Any Other Requirements</b>                                                                                                            |           |           |                      |
| Ability to act as an advocate for the service in various situations and contexts                                                         | X         |           | I and G              |
| Ability to work positively with other statutory and voluntary bodies                                                                     | X         |           | I and G              |
| Experience of fund-raising                                                                                                               |           | X         | A and I              |

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*