

## Person Specification

Job Title:	Assistant Virger – including clerical support
Reports to:	The Head Virger
Attributes:	<p><b>Teamwork</b> – able to work with both staff and volunteer teams</p> <p><b>Communication</b> – Must be an excellent communicator both within the Minster and daughter churches and externally with key contacts</p> <p><b>Personal organization</b> – A high level of personal organization and time management.</p> <p><b>Improvement focus</b> – Able to identify and implement improvements in ways of working and problem solving.</p> <p><b>Appreciation of context</b> – Awareness of the sacred nature of the building and the elements necessary for worship as well as to its secular use as an event/concert venue.</p> <p><b>Willingness to learn</b> – Openness to learning the historical/architectural heritage of the building and to using the AV system</p>
Attainments:	<p><b>Education</b> – educated to post 18 level</p> <p><b>Work experience</b> – Previous experience in a relevant role</p> <p><b>IT skills</b> – Excellent IT skills and competent knowledge of Microsoft applications</p>
Key competencies:	<p><b>Achievement focused</b> – adopts “can do/will do” attitude. Sets clear challenging goals, produces sustainable results.</p> <p><b>Personal effectiveness</b> – uses their own time and that of others effectively. Establishes processes and systems to manage priorities. Able to work to deadline and targets.</p> <p><b>Critical analysis</b> – adopts a systematic approach, concerned for accuracy and attention to detail. Able to be reflective.</p> <p><b>Influencing</b> – Engages with the Minster community to ensure consistent message. Actively works at positive relationships.</p> <p><b>Developing Customer Partnerships</b> - Identifies key relationships and how they link with the Minster. Develops a good understanding of our key customers to ensure their expectations are met.</p>