Churches' Ministerial Counselling Service

Area Co-ordinator

Personal Qualities and Competencies

To be assessed by application form and interview

Aspect to be assessed	Essential	or Desirable?
Qualifications / Education / Training: IT literate with the ability to use word processing and spreadsheets (Microsoft Word and Excel or OpenOffice), internet and electronic mail and "cloud" computing	Essential	
Able to use Zoom or equivalent to communicate or to be ready to learn to do so	Essential	
No other specific requirements but must be able to demonstrate sufficient literacy and numeracy to undertake role	Essential	
Experience: Experience of CMCS or similar organisation		Desirable
Experience in managerial/administrative functions		Desirable
Knowledge: Basic knowledge of the counselling process		Desirable
Knowledge of the importance of maintaining boundaries	Essential	
An understanding of the challenges facing ministers and their families		Desirable
Skills & Competencies: Excellent communication skills, particularly using the telephone	Essential	
Demonstrating the ability to use empathy and understanding in talking to clients	Essential	
Proficient in: Use of email for business purposes including templates and standard paragraphs	Essential	

Proficient in: Use of electronic forms and simple databases and spreadsheets	Essential	
Able to process and interpret information	Essential	
Strong prioritisation skills and ability to manage own workload so that all matters are promptly dealt with	Essential	
Personal Attributes:		
Ability to make decisions and use own initiative within the limitations of the job	Essential	
Ability to make appropriate referrals to consultants	Essential	
Ability to maintain confidentiality	Essential	
Prepared to adapt to new ways of working (particularly IT)	Essential	
Other:		
To have an understanding of, and sympathy with, the Christian faith and the context from which our clients come, as well as respecting their particular denominational tradition	Essential	
To have regular access to adequate computer equipment (PC or Apple Mac) with internet connection, including printer and scanner	Essential	
Being willing to participate in regular training, including any necessary induction process	Essential	
Willing to work with the Service Co-ordinator, the other Area Co-ordinators, the CMCS Consultants, and Steering Group as necessary	Essential	

If successful at interview, a self-disclosure will be required for safeguarding

This role does not involve any "regulated activity" so a Criminal Records check from the Disclosure and Barring Service will not be required. Nevertheless, in the context of the role, an Area Co-ordinator may from time to time be in contact with vulnerable people who are in a fragile state. Therefore, **after** interview, for safeguarding reasons a self-disclosure on the following three points (no need to declare motoring offences*) will be required:

Whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) Order 1975 (as amended in 2013)*; Whether you have ever been known to Adult Services or the Police as being a risk or potential risk to adults; Whether you have ever been the subject of an investigation by any organisation or body due to concerns about your behaviour towards adults at risk.
* For information about which offences would need to be declared see:
https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide