



Northumbria  
Community

## Assistant Welcome and Hospitality Lead

### Person Specification

The Northumbria Community Trust is an Equal Opportunities Employer and is committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, colour, national origin, sex, sexual orientation, disability, age and other protected statuses as required by law.

There is a genuine occupational requirement for the post holder to be a practising Christian.

### Essential qualifications and experience:

- Experience of leading and managing a team, including appropriate and effective deployment of team members.
- Demonstrable commitment to personal growth and spiritual development within a Trinitarian orthodoxy.
- Experience of volunteering and/or assisting with the management of volunteers.
- Experience of retreats and the factors which can help them to run smoothly.
- Practical experience of health and safety requirements.
- Experience of safeguarding requirements and the appropriate response to safeguarding concerns.
- A UK driving licence.

### Desirable qualifications and experience:

- Previous experience of serving on the House Team at Nether Springs or within a similar setting, including holding safe spaces and maintaining prayer rhythms
- Basic Safeguarding Training
- Mental Health First Aid Training
- Kitchen Hygiene Certificate

### Essential behaviours, attributes and skills:

- Ability to work with the values and ethos of the Northumbria Community.
- Collaborative approach with the ability to engage and engender positive relationships with a range of different individuals and groups.
- Ability to work autonomously and as part of a team.
- Able to understand and comply with principles of confidentiality in all sensitive matters.
- Good organisational skills, with an ability to plan and prioritise, an eye for detail and a commitment to high standards.
- High levels of empathy and self-awareness.

- Adaptability to changing and emerging needs, demonstrating flexibility and resilience in challenging situations.
- Know when to seek assistance or supervision.
- Excellent communication skills, both written and oral.

**Desirable behaviours, attributes and skills:**

- Experience of working with a faith-based organisation.
- Knowledge of safe kitchen procedures
- Knowledge of Fire Safety procedures