



**DIOCESE OF GUILDFORD**  
**Department for Social Responsibility**

**Faith Links Development Adviser – Person Specification**

Criteria		Criteria Assessed by:		
		App	Int.	Refs.
<b>Qualifications:</b>				
a. Evidence of higher or further education	Highly Desirable	√		
b. Full Driving Licence	Desirable	√		
<b>Experience:</b>				
a. Proven experience of work involving liaison between the voluntary, community and faiths sector and local authorities	Highly Desirable	√	√	√
b. Experience of or demonstrable understanding of the breadth of the Faiths sector	Essential	√	√	
c. Experience of working ecumenically and with other faiths	Essential	√		
<b>Knowledge &amp; Skills:</b>				
a. Demonstrable understanding of Faiths particularly in its engagement with the wider community	Essential	√	√	
b. Clear and up to date comprehension of evolving Government Policy in relation to the Faiths sector	Essential	√	√	
c. Proven ability to work collaboratively within a flexible and evolving team	Essential	√		√
d. Excellent communication skills with an ability to facilitate training and bring together people from different backgrounds	Essential	√	√	√
e. Computer literate	Essential	√		
f. Ability to work with and maintain a relationship with people	Essential	√	√	
g. Ability to assimilate and reliably process information from various sources	Essential	√	√	
h. Ability to research information on needs, services and training	Desirable		√	
i. Ability to work within agreed budgets	Essential	√	√	
j. Ability to write reports and present clear information about outcomes and achievements	Essential		√	√
k. Understanding the nature and function of supervision	Highly Desirable		√	

<b>Attitudes and Values:</b>				
a. Fully supportive of the Mission Statement of the Department of Social Responsibility	Essential	√	√	
b. A positive and accepting attitude towards all people of faith and none	Essential	√	√	
b. A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Highly Des.	√	√	√
c. A positive attitude towards training and development	Highly Des.		√	√
d. A positive attitude towards the involvement of faith communities as full partners in responding to social need	Essential	√	√	
e. Willingness to work flexibly and outside office hours	Essential		√	√