

## Person Specification: National Assessors

### Task Description

Faith Action is looking for people with appropriate skills to engage in assessment work as part of the Discernment & Admissions Processes. The requirements of National Assessors will be to:

- chair Local Review meetings, conducted online, at which decisions are made as to whether or not Applicants may proceed to a National Assessment Conference. Local Review meetings normally last up to 2.5 hrs per Applicant and Assessors are required to write up an agreed Local Review Report based on six assessment headings within 3 working days of a Review
  - work with teams of Assessors at National Assessment Conferences, assessing the suitability of Applicants for acceptance as Candidates in training for Church of Scotland ministry. Assessment Conferences last for 3 days each, during which Applicants are seen over a 30 hour period. Each National Assessor is responsible for writing up to 2 reports per Conference within tight time discipline, before working with the team to consider and decide upon up to 10 Applicants
  - work with teams of Assessors at Admissions Conference for ministers applying to serve the Church of Scotland from other denominations. Admissions Conference runs similarly to the National Assessment Conference
  - chair Interim and Final Reviews for Admissions Candidates on Familiarisation Placement, conducted online, which review progress during the placement and make a final decision as to a Candidates suitability to transfer to Ministry in the Church of Scotland.
  - occasionally serve on Transfer Panels for those applying to transfer from one ministry to another
- The engagement of National Assessors is on a voluntary basis, but expenses incurred in the course of the work are reimbursed at rates set by Faith Action.

### Skills and Aptitudes

In order to complete the task, National Assessors must show aptitude for, receive training in, and reach demonstrated competence in the following core skills:

- interviewing techniques;
- assessment techniques;
- listening and observation;
- report writing

Potential Assessors will engage in a selection process and commit themselves to initial training and ongoing training on an annual basis.

In order to complete the interviews to a satisfactory level, interviewers will also need to be able to:

- interpret body-language
- reflect back and check out assumptions
- assess Applicants' integrity, preparedness, interpersonal and reflective skills, and awareness of issues of transition to ministry
- elicit information about and assess Applicants' Christian experience and commitment
- understand and interpret Applicants' description of a sense of calling

In order to complete reports to a satisfactory level, interviewers will need to be able to:

- write critically with sensitivity in an open-reporting system;
- follow guidelines for style of report-writing and meet deadlines

Interviewers will themselves have excellent interpersonal skills, openness to giving and receiving constructive criticism, and a disciplined approach to meeting deadlines. They will also have an understanding of the ethos of the Church of Scotland and its ministries, a demonstrable Christian commitment, and an ability to empathise with the wide range of theological outlooks within the Church of Scotland and across other denominations.