**NOTE FOR EMPLOYERS**

Below is an example format for a person specification. You can use this as a basis for your person specifications for employed positions.

The person specification outlines the key knowledge, skills and experience that applicants need for a particular job. It is therefore crucial to get it right at the recruitment stage, because it is the basis on which you will select people for your posts. In addition, you can refer to the person specification during employment, to check for training needs and to assess job performance.

If you are recruiting for a volunteer, please refer to ‘Employment, Self-Employment and Volunteer Resources for Quaker Employers’, available at [www.quaker.org.uk/employers](http://www.quaker.org.uk/employers).

# Example person specification format

**Job title:** *Eg ‘Warden’*

**Reports to:** *Eg ‘Clerk to Premises Committee’*

**Responsible for:** *Eg ‘Cleaner and gardener’*

**Location:** *xxx Quaker Meeting House*

#### Knowledge

State here the key items of knowledge that the new post-holder must have. Don’t include knowledge that could be easily picked up ‘on the job.’

#### Skills

Think carefully about what skills you may need. For example, for a warden post that includes undertaking minor repairs, you are likely to need DIY skills. For a warden post that will involve considerable liaison with others, you are likely to want interpersonal skills such as a warm, engaging and diplomatic manner. For an accounts post, you will need book keeping skills.

#### Experience

If you require prior experience, state the exact experience here. Remember that experience may have been gained from voluntary as well as paid work.

#### Personal qualities

For a warden post and any other post which involves representing the meeting house to visitors, you will want to appoint someone who is ‘in sympathy with our Quaker values and ethos.’ This does not mean that they have to be a Quaker. There are limited circumstances where it is lawful to prefer a Quaker over a non-Quaker. See ‘Resources for Quaker Employers’ guide.

#### Date:

State the date the person specification was drafted or last reviewed.