

JOB DESCRIPTION



Job title: Ecumenical Lead (East London) / Ecumenical Lead (Essex)

Employer: Churches Together in Essex & East London (CTEEL)

Salary: £9,800 per annum for 12 hours per week

Place of work: Flexible home-based working

Length of contract: 3 years

Vision

Churches Together in Essex & East London's are committed to 'Christians Partnering in God's Mission' demonstrated through united witness, serving together and local partnerships.

Geography

Churches Together in Essex and East London operates across the historic county of Essex and the London boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest and unitary authorities of Southend and Thurrock.

Job Purpose

The role of the Ecumenical Lead is to promote Christian unity and mission opportunities between the various denominations, traditions and streams of the Christian community by:

- developing relationships between church leaders of historical, new and emerging churches
- organising and taking responsibility for administering meetings
- being a conduit for communication between churches, groups and wider networks
- acting on ecumenical opportunities that invest in cross church mission and outreach
- supporting local ecumenical partnerships with the denominational representatives

Ecumenical Leads are responsible for sharing oversight of the administration of the charity, with the Treasurer, on behalf of Trustees, who are church leaders and representatives of denominations appointed as members of CTEEL.

Accountability

The Ecumenical Lead is accountable to the Trustees of Churches Together in Essex and East London, charity number 1126079 (the employer). The Trustees give line management and support, including regular supervision via the Chair of CTEEL. The Ecumenical Lead reports to the Chair of the Board of Trustees who agrees and manages their work plan.

Current responsibilities

- 1.** Facilitate meetings of the Church Leaders of the member churches
Currently: Diocese of Brentwood Roman Catholic Church, Chelmsford Diocese Church of England, Eastern Synod of the United Reformed Church, North Thames Synod of the United Reformed Church, Beds, Essex & Herts District of the Methodist Church, London District of the Methodist Church, Eastern Baptist Association, London Baptist Association, Herts & Essex Division of The Salvation Army, The Religious Society of Friends (Quakers).
- 2.** Encourage the leaders of new and emerging churches present in Essex or East London to join CTEEL and participate in meeting for prayer and fellowship.
- 3.** Find appropriate ways to network with the denominational leaders in Essex or East London.
- 4.** Offer advice on ecumenical matters to all member denominations and facilitate the sharing of information.
- 5.** Work in close collaboration with the other CTEEL Ecumenical Officer.
- 6.** Organise quarterly Church Leaders' Business Meetings one being the Annual General Meeting.
- 7.** Organise monthly Church Leaders' Prayer and Breakfast Meetings either face to face or virtually.
- 8.** Organise the Annual Gathering of Church Leaders', denominational representatives, Churches Together Group Leaders and bodies working in association with CTEEL.
- 9.** Working with others, they organise and facilitate events that Trustees support, towards a shared purpose and mission of the partner churches, such as 'Bradwell Pilgrimage and Gathering' and 'Thy Kingdom Come.'
- 10.** Facilitate local ecumenical endeavour and initiatives, primarily, but not only in the form of Churches Together groups, to enable relevant conversations and opportunities.
- 11.** Encourage participating denominations to engage in relevant reviews of Local Ecumenical Partnerships (LEPs) and other joint workings initiatives. To maintain the register of LEPs for the region and documents associated with their governance.
- 12.** Engage with partner organisations within Essex or East London as appropriate to encourage and promote Kingdom values in the community, e.g. with Citizens UK, chaplaincy, Street Pastors, meetings with MPs.
- 13.** Manage the CTEEL budget in consultation with the Treasurer and the Chair of CTEEL.
- 14.** Work in the context of a network of similar officers in the counties of England, supported by Churches Together in England (CTE) who provide training resources and events. Each denomination has a National Ecumenical Officer who offers support towards ecumenical matters, mainly when there are ecumenical partnerships between churches.

15. Attend CTE's training, i.e. for new ecumenical officers, annual meeting of Ecumenical Officers and quarterly gathering with colleagues from London and Anglia.

Work base

The Ecumenical Lead works from home, which should be in or very close to the borders of Essex or East London. They must be able to travel as necessary across the region and sometimes beyond. The work involves flexible hours, which may vary from week to week, including some evenings and weekends.

Terms and Conditions

12 hours per week with a mix of office-based and external activities (two positions: one in Essex and one in East London)

The role requires flexibility to work daytime, evenings and occasional weekends to accommodate the requirements of the post.

Pension will be 8% of qualifying earnings.

Time off in lieu is available, but no overtime is payable for this position.

There will be 25 days holiday per annum pro rata, plus public 8 Bank Holidays pro-rata.

The post will be subject to a 3 month probationary period.

All agreed expenses, including mileage, will be reimbursed.

September 2020