

 **Churches Together in Lancashire**

**Ecumenical Facilitator**

**Person Specification**

Essential requirements

*The Ecumenical Facilitator will be a person of mature Christian faith with a commitment to mission. (An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010.) This post is subject to an enhanced DBS (Disclosure and Barring Service) check.*

1. Membership in good standing of a Church eligible for membership of Churches Together in Lancashire.
2. Familiarity with and experience of church and ecumenical structures at local level.
3. Theologically knowledgeable, open in his/her approach to people of all Christian traditions and able to work ecumenically
4. A collaborative working style and ability to relate well to Church Leaders and to colleagues. Good listening skills, good humour and approachability are key elements here, as well as discretion, tact and the ability to respect confidences. The Ecumenical Facilitator must also be able to delegate or allow others to undertake some of the work.
5. An ability to work alone and on his/her own initiative. The Ecumenical Facilitator must be able to manage his/her own time and flexible working hours, ensuring that s/he does not yield to the temptation to overwork. Putting into place appropriate boundaries between work and personal time is crucial.
6. A positive and optimistic outlook and the skill of encouraging, inspiring and supporting others. A certain amount of conflict-management may be required, so an ability to face stress is therefore necessary.
7. The ability to think creatively, take initiatives and plan ahead. The Ecumenical Facilitator must be able to balance the need to fulfil core tasks with the flexibility this post offers to develop the work according to his/her own gifts and experience.
8. Administrative, organisational and committee skills, including clear and accurate record-keeping, are essential.
9. Skill in written and spoken communication, including addressing small and large groups with clarity. Ability to grasp complex issues and to retain objectivity in dealing with them.
10. Competence in the use of e-mail and Microsoft Office.
11. The ability to visit all parts of Lancashire (ie living or willing to live within reach of all parts of Lancashire).
12. Knowledge of recent ecumenical development, a general knowledge of the workings of the mainstream Churches.
13. A willingness to be a critical friend to the Church Leaders and denominational members of CTL on their ecumenical pilgrimage

Desirable requirements

1. Familiarity with and experience of church and ecumenical structures at national level.
2. An understanding of Black-led churches and ethnic minority churches.
3. A theological qualification.
4. Desktop publishing skills and the ability to maintain databases and websites.
5. Familiarity with and experience of statutory authorities’ structures and ways of working and ability to relate to secular leaders.
6. Own car and valid driving licence, preferably a clean one.

22 August 2013