

**[[1]](#footnote-1)Churches Together[[2]](#footnote-2) in MyCounty[[3]](#footnote-3)**

**Ecumenical Development Officer[[4]](#footnote-4)**

**Job Description**

***This is a half-time post (20 hours a week)[[5]](#footnote-5)***

**Job title**: Ecumenical Development Officer for Churches Together in MyCounty

**Location**: The officer will work from his/her home which will normally be within or close to the boundaries of Churches Together in MyCounty

**Employer**: Churches Together in MyCounty (registered charity no xxxx)[[6]](#footnote-6)

**Accountable to**: the Trustees[[7]](#footnote-7) of Churches Together in McCounty via its Chair

who will meet with the Officer on a regular basis

and will put into place effective line management and support for the Officer.[[8]](#footnote-8)

# Overview

Churches Together in McCounty covers…[[9]](#footnote-9)

The main purpose of the Ecumenical Development Officer’s role is to facilitate and support the churches of MyCounty in their relationships with one another and in their wider mission in the world, by encouraging and developing the principles and practices of Christian unity throughout the county[[10]](#footnote-10).

In particular, s/he will:

* Work in partnership alongside[[11]](#footnote-11) other colleagues within Churches Together in MyCounty.
* Work closely with the Church Leaders, supporting, challenging and facilitating their strategic collaboration and fellowship to enhance the ecumenical life and mission of the Church in MyCounty.
* Facilitate, encourage and work with the team of Denominational Ecumenical Officers[[12]](#footnote-12) to encourage and support local unity creatively and proactively, especially but not only Churches Together Groups and Local Ecumenical Partnerships, in their mission to the communities they serve.
* Facilitate the development of collaborative relationships for unity and mission within the whole Christian community in MyCounty.

# Tasks

First and foremost the task of the Ecumenical Development Officer is a ministry of encouragement. The core tasks reflect this emphasis.

1. The Ecumenical Development Officer shall assist the Churches at all levels in MyCounty to work more closely together. In particular, s/he will service and manage the work of the core meetings of Churches Together in MyCounty in consultation with its President and in collaboration with the Treasurer and any other officers.
2. The Ecumenical Development Officer shall work closely with MyCounty's Church Leaders[[13]](#footnote-13), setting up and servicing their meetings as required and enabling their closer collaboration. The Officer may be asked by the Church Leaders to facilitate their public statements or carry out any other appropriate tasks.
3. A key group of colleagues for the Ecumenical Development Officer is the team of Denominational Ecumenical Officers within which s/he has a co-ordinating role. His/her task is to facilitate and support this team, ensuring a collaborative encouragement, stimulus and nurture for local initiatives and expressions of Christian unity, including Churches Together Groups and less formal groupings and mission initiatives such as pioneer ministries and Fresh Expressions.
4. This team of Denominational Ecumenical Officers will ensure that Churches Together in MyCounty carries out its Sponsoring Body responsibilities for Local Ecumenical Partnerships, ensuring reviews and advising on constitutions etc. While the Ecumenical Development Officer facilitates the team, to free him/her for development work, s/he should not normally participate in reviews nor give advice to LEPs. S/he will, however, maintain the records of Churches Together in MyCounty including files of LEP constitutions.
5. The Ecumenical Development Officer will relate to denominational structures in MyCounty mainly via the Denominational Ecumenical Officers, and will ensure a good relationship between Churches Together in MyCounty and other ecumenical groups, institutions and organisations within the county. The Officer will sometimes be required to liaise personally with these bodies but is encouraged to ensure that others within Churches Together in MyCounty take on some of these liaison responsibilities to build up a network of representation as part of a collaborative style of working.
6. The Ecumenical Development Officer will connect with networks of those with a mission focus. For example, s/he might arrange a gathering of those working in the fields of social responsibility, youth work, chaplaincy, environmental issues etc. The key here is to put people in touch with one another but not to accept an on-going task or servicing any networks created.
7. Churches Together in MyCounty, working especially through the Ecumenical Development Officer, will seek to draw into its life and eventual membership those churches with which it does not at present have a relationship.
8. Together with the Inter Faith Standing Committee, the Ecumenical Development Officer will be the focus of inter faith work in MyCounty. A key development task is to create and maintain good networks and relationships. In this s/he should aim to gather together a group of colleagues and work collaboratively with them as s/he does with the Denominational Ecumenical Officers.[[14]](#footnote-14)
9. The Ecumenical Development Officer will co-ordinate county-wide events.[[15]](#footnote-15)
10. The Ecumenical Development Officer oversees all Churches Together in MyCounty’s publications, including any newsletters, annual reports, social media presence and the website. A key task is to communicate resources and good news stories.
11. The Ecumenical Development Officer will bring to the attention of his/her line manager any way in which Churches Together in MyCounty does not comply with Charity Commission requirements or any concerns about the sustainability of the budget.[[16]](#footnote-16)
12. The Ecumenical Development Officer will be aware of local planning strategy in order to alert Member Churches to the needs of new housing areas.
13. The Ecumenical Development Officer will act as line manager to the administrative assistant.[[17]](#footnote-17)

The Ecumenical Development Officer works in the context of a network of similar officers in the counties of England ('Intermediate Level') and is supported by the staff of Churches Together in England. As well as attending CTE's training course for new officers in the first year of appointment, the Ecumenical Development Officer will also attend annual meetings of Intermediate ('County') Ecumenical Officers and will meet with those in his/her region two or three times a year for mutual support, help and collaboration.

**Outcomes**

As a result of the Ecumenical Development Officer’s work we hope to see, by the grace of God:

* Growing relationships of trust between the Member Churches of Churches Together in MyCounty and other Christian groups in the county.
* Imaginative new patterns of ecumenical mission at local level which are light-touch and flexible.
* Ground-breaking initiatives in the sharing of buildings and ministry for mission across the county.
* Efficient servicing of necessary meetings.
* Excellent outward-facing communications about Churches Together in MyCounty and its Member Churches in all media.

# Other requirements

This is a half-time post and much of the work involves travelling in the county and beyond. The work involves flexible hours, which may vary from week to week, including some evenings and weekends – this is not a 'fixed hours' job.

An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010.[[18]](#footnote-18)

This template is dated 6 August 2015.

Ensure that all your paperwork is dated and if it is a draft, label it clearly as such. This advice seems obvious but CTE sees far too many undated or incorrectly dated papers…

1. This is a template bringing together good practice over the last ten years and more. You will need to amend it according to the needs of your Intermediate Body so please do not consider anything to be prescriptive. If there is anything here which you believe to be incorrect, or if you come up with something new which we can add to this, please e-mail [jenny.bond@cte.org.uk](mailto:jenny.bond@cte.org.uk) [↑](#footnote-ref-1)
2. If you are creating a document for your IB, now is a good time to search and replace ‘Churches Together in MyCounty’ in this document with its name. Save this document to your hard drive. [↑](#footnote-ref-2)
3. You may want to use your own logo instead of the generic CT one. If you do, you may want to omit your IB title here (if it is already in the logo) or change this paragraph and the next to ‘Ecumenical Development Officer for Churches Together in MyCounty’. If you don’t have a logo, [please ask us](http://www.cte.org.uk/Groups/244748/Home/Resources/Photographs_copyright_free/CT_logos/CT_logos.aspx) to provide one for you. [↑](#footnote-ref-3)
4. Though we continue to use CEO as a convenient shorthand, job titles vary. ‘Ecumenical Development Officer’ is common, ‘facilitator’ is warmly received, ‘mission’ is sometimes included and some avoid ‘ecumenical’ by using ‘Christian Unity’, both in the job title and in the text of the paperwork. These footnotes will use ‘CEO’ as shorthand for the Officer. [↑](#footnote-ref-4)
5. If your post is for more than one IB add something like ‘serving two Intermediate Bodies’ here. [↑](#footnote-ref-5)
6. You must state clearly who is the employer. If you are not a registered charity please take HR advice about employment – you do not want to discover that the person who signs the contract, for example, is considered to be the legal employer. Another possibility is secondment so that one of your Member Churches takes on the employment responsibilities. If you go down that road, try to put procedures in place to protect the employing Church and to ensure that it can’t unilaterally end the employment.

   This is a good opportunity to ensure that you have in place the necessary insurance policies which an employer is legally obliged to have and to protect your Trustees’ (if you are a charity) liability. [↑](#footnote-ref-6)
7. If you don’t have Trustees, decide what is an appropriate committee. You need clarity about accountability. [↑](#footnote-ref-7)
8. Don’t be tempted to be more specific about who is the line manager. This gives you a great deal of choice and allows for subsequent office-holders to be line manager if they have the skills. Key, though, is that you must put proper line management in place for the success of this employment. [↑](#footnote-ref-8)
9. Most job descriptions omit this paragraph. However, if your geographical boundaries are not reflected in the name of your IB, you may wish to specify your geographical boundaries here. A few job descriptions (eg Hertfordshire 2013) preface information about geographical boundaries with a paragraph or two of information about the Intermediate Body. If your website gives all this information clearly, you may decide it is not necessary to lengthen further this document. [↑](#footnote-ref-9)
10. If your IB area can’t easily be described as a county, decide what to use instead and use search and replace with care as the term is used a few times in this document. [↑](#footnote-ref-10)
11. If there is another paid employee, you may wish to mention them specifically here before ‘other colleagues’ and also in other places in the job description as appropriate – ‘in partnership with’ is a useful phrase to continue using. Don’t put any line managerial tasks here. [↑](#footnote-ref-11)
12. If the Executive consists only of the DEOs, you might want to say that within commas. [↑](#footnote-ref-12)
13. If Church Leaders are the Trustees, you might want to say that within commas. [↑](#footnote-ref-13)
14. This paragraph will be omitted from most job descriptions. Only a full-time CEO could possibly manage to undertake this task over and above the rest of this job description and even then it might be too much to ask. We retain the paragraph in this template simply to offer an indication of good practice and the need for something like an Inter Faith Standing Committee if the CEO is being asked to undertake significant Inter Faith work. [↑](#footnote-ref-14)
15. Leave this here and amplify it if your CEO is required to facilitate an annual event like a County Show. Otherwise you might just want to delete the paragraph. [↑](#footnote-ref-15)
16. If your IB is not a charity, delete most of this paragraph. It may be worth retaining the phrase about the budget since at least one CEO post has been lost because the CEO did not notice significant errors in the budget. The paragraph is worded to ensure that the CEO does not actually do the necessary work here. [↑](#footnote-ref-16)
17. Delete if there is no-one to line manage. [↑](#footnote-ref-17)
18. You need to include this sentence. You should not ask for a Disclosure and Barring Service check unless your CEO will be working with children or vulnerable adults. Most CEO posts do not require a DBS check and it is illegal to ask for one when it is not required. [More information here](http://www.cte.org.uk/Groups/263214/Home/Resources/County_or_Intermediate/Employing_a_County/Timescale/Disclosure_and_Barring.aspx). [↑](#footnote-ref-18)