

**Churches Together in Northamptonshire and Peterborough (Shire & Soke)**

**County Ecumenical Development Officer (CEDO)**

**for Northamptonshire**

**Job Description**

***(This post is for fourteen hours a week.)***

**Job title**: County Ecumenical Development Officer for Northamptonshire

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

**Employer**: Churches Together in Northamptonshire and Peterborough (Shire & Soke) (registered charity no 1145409)

**Accountable to**: the Trustees of Churches Together in Northamptonshire and Peterborough via its Chair and Executive Committee

who will meet with the Officer on a regular basis

and will put into place effective line management and support for the Officer.

# Overview

The main purpose of the CEDO role is to facilitate and support the churches of Northamptonshire 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.

In particular, s/he will:

* Work in partnership alongside the County Ecumenical Development Officer for Peterborough and with other colleagues within Churches Together in Northamptonshire and Peterborough.
* 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 Northamptonshire and Peterborough.
* Facilitate, encourage and work with the team of Denominational Ecumenical Officers 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 Northamptonshire.

# Tasks

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

1. The CEDO shall assist the Churches at all levels in Northamptonshire to work more closely together. In particular, s/he will service and manage the work of the core meetings of Churches Together in Northamptonshire and Peterborough in consultation with its Chair and in collaboration with the Treasurer and any other officers.
2. This CEDO in collaboration with the CEDO for Peterborough shall work closely with Northamptonshire and Peterborough's Church Leaders, 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 Northamptonshire and Peterborough carries out its Sponsoring Body responsibilities for Local Ecumenical Partnerships, ensuring reviews and advising on constitutions etc. While the CEDO 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 Northamptonshire and Peterborough including files of LEP constitutions.
5. The CEDO will relate to denominational structures in Northamptonshire mainly via the Denominational Ecumenical Officers, and will ensure a good relationship between Churches Together in Northamptonshire and Peterborough and other ecumenical groups, institutions and organisations within its boundaries. The Officer will sometimes be required to liaise personally with these bodies but is encouraged to ensure that others within Churches Together in Northamptonshire and Peterborough take on some of these liaison responsibilities to build up a network of representation as part of a collaborative style of working.
6. The CEDO 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 Northamptonshire and Peterborough, working especially through its two CEDOs, will seek to draw into its life those churches with which it does not at present have a relationship.
8. The CEDO oversees all Churches Together in Northamptonshire and Peterborough’s publications, including any annual reports, social media presence and the website. A key task is to communicate resources and good news stories.
9. The CEDO will bring to the attention of his/her line manager any way in which Churches Together in Northamptonshire and Peterborough does not comply with Charity Commission requirements or any concerns about the sustainability of the budget.
10. The CEDO will be aware of local planning strategy in order to alert Member Churches to the needs of new housing areas.
11. The CEDO 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 CEDO 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 CEDO’s work we hope to see, by the grace of God:

* Growing relationships of trust between the Member Churches of Churches Together in Northamptonshire and Peterborough 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.

# Other requirements

This post is for fourteen hours a week and much of the work involves travelling within Northamptonshire 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.

Draft dated 18th September 2015