

**CHURCHES TOGETHER IN SURREY**

**County Ecumenical Co-ordinator**

**Job Description**

**Employer:** Churches Together in Surrey[[1]](#footnote-1) (Registered Charity No 1103400).

**Job title**: County Ecumenical Co-ordinator for Surrey

**Location**: The Co-ordinator will work from his/her home within or close to Surrey. Travel elsewhere may occasionally be required for training and conferences.

**Accountable to**: The Trustees of Churches Together in Surrey who will appoint a line manager to ensure effective management and support.

**Hours**: 10 hours a week, to be worked flexibly to the needs of the role, including evenings and weekends.

**Salary**: TBC pro rata.

# Overview

The CT Surrey Co-ordinator facilitates and supports the churches of Surrey1 in their relationships with one another and their wider mission in the world, by encouraging and developing good practice in the principles and practicalities of Christian unity throughout the county.

The Co-ordinator gives expression to the common faith, baptism and commitment of Christians throughout the county.

A guiding principle of the role is to encourage Christian communities across Surrey to ’do things ecumenically’ rather than ‘doing ecumenical things'.

In particular, s/he will:

* Work with the Church Leaders, Trustees and Denominational Ecumenical Officers (DEOs) in facilitating, encouraging and supporting local ecumenical initiatives creatively - in Local Ecumenical Partnerships (LEPs) and Churches Together Groups in their mission to the communities they serve.
* Encourage workers from the different churches, including the DEOs, to collaborate through meeting together and sharing good practice.
* Work closely with Church Leaders, supporting and facilitating their strategic collaboration and fellowship to enhance the ecumenical life and mission of the Church in Surrey.
* Be the public face of Churches Together Surrey within the member churches, reaching out to other Christians and churches not currently involved.
* Facilitate the communications, when required, of public statements made by the Church Leaders of Churches Together in Surrey.
* Communicate ‘good news’ about joint initiatives across the Churches and through wider media (especially denominational websites and social media channels) wherever possible.

**Tasks:**

The Co-Ordinator will:

1. Administer the work of Churches Together in Surrey in consultation with its Chair, collaborating as required with the Treasurer, Trustees and other officers.
2. Work closely with Churches Together in Surrey Church Leaders, administering and servicing their meetings as required and enabling their closer collaboration.
3. Take opportunities to learn and share knowledge and good practice both within denominational structures in Surrey and other ecumenical groups, institutions and organisations within and beyond the county,for the benefit of the mission of Christ and the county ecumenical endeavour.
4. Work closely with relevant DEOs (and other senior staff where no DEO is appointed), facilitating this team in encouraging and supporting local ecumenical initiatives. This will include particular work with those DEOs who have LEPs in their sphere of responsibility.
5. Connect with other mission networks - for example those working in fields such as social responsibility, environmental issues, overseas development, fresh expressions of church, evangelism, young people etc.
6. Enable communication within and outside the churches of Churches Together Surrey, using a range of appropriate media including website, social media, email and press communication.
7. Focus on communicating ‘good news stories’ and good practice, as well as learning from cautionary tales
8. Work in the context of a network of similar officers across most of the counties of England ('Intermediate Level') supported by Churches Together in England. Attendance at national Churches Together in England events and training courses will be supported, as will other meetings of those in similar posts regionally for mutual encouragement.
9. Seek to assist the churches in Surrey to work and pray together more, offering creative, practical and inspiring support that fosters good practice. Examples might be prayer initiatives like the *Week of Prayer for Christian Unity* and *Thy Kingdom Come*; social action initiatives like foodbanks, night shelters, mental wellbeing projects; identifying areas where no joint initiatives exist.

**Person Specification**

**Essential requirements**

**The Co-ordinator will:**

* Demonstrate mature Christian faith with a commitment and passion for both mission and unity.
* Be a member in good standing of one of the member churches of Churches Together in England (CTE) or of a church which is eligible for membership of Churches Together in Surrey.
* Have good organisational, administrative and IT skills, including work with websites, social media and written copy for press releases and reports.
* Have the ability to prioritise, making the best use of the hours available.
* Have skill in written and spoken communication, addressing groups with clarity, grasping complex issues and retaining objectivity in dealing with them.
* Have proven ability to encourage engagement and collaboration across a diverse range of people in church and/or social action initiatives.
* Have proven skill in encouraging, inspiring and supporting others.
* Have proven skill in managing diverse expectations and occasional disagreement within groups.
* Have some theological understanding (and a willingness to learn) of the range of theologies and ecclesiologies within the Christian churches in England.
* Have an understanding of the ecumenical landscape in England and the New Framework from Churches Together England.
* Be familiar with church and ecumenical structures at local level and current practice in mission and evangelism.
* Be committed to ecumenical working and have deep respect for the different views, practices and ways of life of the Churches.
* Demonstrate a collaborative working style and capacity to build fruitful relationships with Church Leaders, colleagues and groups of varying sizes.
* Have the capacity to work alone and take initiative when necessary, managing the diary and flexible working hours.
* Be able to think creatively, take initiatives, plan ahead, fulfilling core tasks alongside creative development work in line with personal gifts and experience, also reflecting the Trustees’ vision and direction.
* Have administrative and committee skills, including clear and accurate record-keeping.
* Have access to an individual form of transport in order to visit all parts of Surrey.

**Desirable Traits**

* An appreciation of Black-led and other minority church traditions particularly those represented in Surrey

# Other requirements

* This is a part-time post and some of the work involves travelling in Surrey or occasionally beyond. The Co-ordinator will work flexible hours, which may include some evenings and weekends. When occasion arises requiring additional hours working, time off in lieu may be taken in agreement with line management (normally the Chair of the Trustees). Pension entitlement will be on a defined contribution basis
* The appointment is subject to an Enhanced DBS disclosure.
* This post carries a genuine occupational requirement under the Equality Act 2010 that the post-holder be a practising Christian.
* Persons applying must have the right to work in the UK and those called for interview will be required to bring documentation which demonstrates that right. For full information on the documents an employer is required to check please see the Government website at [www.gov.uk/check-an-employees-right-to-work-documents](http://www.gov.uk/check-an-employees-right-to-work-documents).

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1. Throughout this document ‘Surrey’ shall be taken to include the areas served by Surrey County Council and covered by the Diocese of Guildford; the southern part of the Diocese of Southwark forming the Archdeaconries of Croydon and Reigate; those areas of the Methodist South East and London Districts; parts of the URC Southern and Wessex Synods; the South East Baptist Association; the parts of the Catholic Diocese of Arundel and Brighton located in Surrey; the Salvation Army. [↑](#footnote-ref-1)