

**Ecumenical Development Officer**

**Job Description**

*This is an interim appointment to a 15 hours a week post*

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

(Registered Charity No 1115015).

**Location:** The officer will work from his/her home.

**Accountable to:** The Chair of Churches Together in Cheshire

**Overview**

The Ecumenical Development Officer shall facilitate and support the churches of Cheshire in their relationships with one another and their wider mission in the world, by encouraging and developing the principles and practicalities of Christian unity throughout the county.

**Main Responsibilities:**

* Maintain and encourage collaborative structures for mission between different churches at local and county level and build effective relationships and trust at all levels
* Work closely with the Church Leaders, supporting and facilitating their strategic collaboration and fellowship to enhance the ecumenical life and mission of the Church in Cheshire. The Officer may be asked by the Church Leaders to facilitate their public statements or carry out any other appropriate task.
* Facilitate and work with the team of Denominational Ecumenical Officers to encourage and support local ecumenism, especially linking with local Churches Together Groups, Local Ecumenical Partnerships and other ecumenical networks in their mission to the communities they serve.

**Tasks**

1. The Ecumenical Development Officer shall assist the Churches at all levels in Cheshire to work more closely together. ln particular, s/he will service and manage the work of the core meetings of Churches Together in Cheshire in consultation with its Chair and in collaboration with the Treasurer and any other officers.
2. The Ecumenical Development Officer shall work closely with Cheshire's Church Leaders (the Trustees of the Charity), setting up and servicing their meetings as required and enabling their closer collaboration.
3. S/he will relate to denominational structures in Cheshire and to other ecumenical groups, institutions and organisations within the county, particularly Cheshire Agricultural Chaplaincy team.
4. S/he will co-ordinate the operation and meetings of the Denominational Ecumenical Officers within Cheshire, ensuring collaborative encouragement, stimulus and support for local ecumenical endeavour and initiatives and advising on ecumenical matters as requested.
5. The Ecumenical Development Officer will connect with networks of those pursuing Christian mission and service or social responsibility. In particular s/he will promote ecumenical involvement and initiatives in relation to the Week of Prayer for Christian Unity and Thy Kingdom Come, and represent CTiC on bodies such as the Cheshire Anti-Slavery Network
6. The Ecumenical Development Officer will oversee all CTiC publications, including newsletters and the website.
7. The Ecumenical Development Officer will ensure that CTiC complies with Charity Commission requirements including the preparation and publishing of annual returns and reports.
8. The Ecumenical Development Officer will work with similar officers in the counties of England attending Churches Together in England's training course and other meetings of County and National Ecumenical Officers and will in particular meet with those in the region for mutual support, help and collaboration.

**Terms and Conditions of Service**

The Ecumenical Development Officer will be employed by Churches Together in Cheshire

(Registered Charity No 1115015) for a period of up to 2 years, subject to one month’s notice by either party. This is to cover the period within which the Charity will be reviewing its vision and objectives.

The salary is £8,025 p.a. and is subject to annual review, plus a 6% contribution may be made to a stakeholder pension scheme. Salary will be paid monthly before the end of each month (net of statutory and agreed deductions).

The hours are 15 hours per week in a home-working arrangement. You may be required to

work in the evenings and at weekends.

Holidays are 25 working days (75 hours) paid leave plus statutory public holidays.

The mileage allowance between your normal place of work and other venues where you are

working is currently 45p per mile. lf using your private car, you must ensure that it is insured

against third party claims arising from business use.

The appointment is subject to an enhanced CRB/DBS check.

All details will be confirmed in a contract of employment.

**Person Specification**

**Essential requirements**

The Ecumenical Development Officer will be a person of mature Christian faith with a

commitment to mission and unity. While good organisational and administrative skills are

required, Trustees are looking for an ability to identify and release good ecumenical work

coupled with a capacity to establish and maintain personal relationships with the different

bodies and personalities with whom contacts are made.

1. Membership in good standing of one of the member churches of Churches Together in Cheshire (CTIC) or Churches Together in England.
2. Familiarity with and experience of church and ecumenical structures and practices at local level.
3. A commitment to ecumenical working and a deep respect for the different beliefs, practices and ways of life of the Churches.
4. A collaborative working style and ability to relate well to Church Leaders and to

colleagues. Good listening skills, good humour and approachability, discretion, tact and the ability to respect confidences. The Officer must also be able to delegate or allow others to undertake some of the work.

1. An ability to work alone and on his/her own initiative, managing his/her own time and flexible working hours.
2. A positive and optimistic outlook and the skill of encouraging, inspiring and supporting others.
3. The ability to think creatively, take initiatives and plan ahead, developing the

work according to his/her own gifts and experience.

1. Administrative, organisational and committee skills, including clear and accurate recordkeeping, are essential.
2. Skill in writtten and spoken communication, including addressing small and large groups with clarity. Ability to grasp complex issues and to retain objectivity in dealing with them.
3. Competence in the use of standard office IT
4. The ability to visit all parts of Cheshire (ie living or willing to live within reach of all parts of Cheshire.

**Desirable Requirements**

1. Knowledge of recent ecumenical development, a general knowledge of the workings of the mainstream Churches.
2. Familiarity with and experience of church and ecumenical structures at national level.
3. An understanding of Black-led churches and ethnic minority churches.
4. A theological qualification.
5. Own car and valid driving licence, preferably a clean one.

**Other requirements.**

This is a part-time post and much of the work involves travelling in the CTiC area and

beyond. The Ecumenical Development Officer will work flexible hours, including some

evenings and weekends - this is not a 'fixed hours' job.