



Principal Officer for Ecumenical Development & Relations

Job title: Principal Officer for Ecumenical Development & Relations

Location: Home based, but willing to travel

Responsible to: General Secretary, Churches Together in England (CTE)

This is a full-time post (37.5 hours per week)

General overview

1. The CTE team

The post holder will be a full member of the CTE team and share in the smooth running and corporate responsibilities of meetings, communication, administration and mutual support within the team in order to deliver the aims of the organisation.

2. The CTE aims

The post holder will be responsible for furthering the aims of CTE in:

- Relating to the Member Churches of CTE
- Inspiring and encouraging the development of ecumenical working at local and county (intermediate) levels and also national Church member level.
- Relating to the Ecumenical Intermediate Bodies and National Ecumenical Officer's of Member Churches
- Sharing in the task of theological reflection
- Producing resources in agreement with Member Churches
- Providing governance advice & support to Ecumenical Intermediate Bodies and Local Ecumenical Partnerships (LEP's)

Those responsibilities will be supported by the wider team to make sure they are achieved.

3. Ecumenical development

The post holder will be expected to be aware of developments in ecumenical thinking and practice at all levels and to share this when opportunities present in all parts of the work. They will more generally encourage the development of local church "unity movements" that engage positively with the public square, work relationally across churches and where possible deliver social action led practical ecumenical work through churches working together.

Training, Resourcing and Events

4. Local ecumenism

- a. The post holder is the initial contact within the CTE team for queries about local ecumenism and ecumenical processes. The post holder will respond to them in collaboration both with staff colleagues and with County and National Ecumenical Officers as appropriate, directing enquirers to appropriate resources or people.
- b. The post holder is responsible for the content and presentation of the material on CTE's website relating to local ecumenism. The post holder works in collaboration with National Ecumenical Officers as appropriate especially with regard to Local Ecumenical Partnerships (LEP's) and *A Flexible Framework*.
- c. The post holder is encouraged to participate in wider resourcing of local ecumenism, for example representing CTE on the Churches Together in Britain and Ireland (CTBI) *Week of Prayer for Christian Unity* writers' group.

5. Intermediate Bodies and County Officers

- a. The post holder is responsible for the induction of new County Ecumenical Officers (CEO's) and for advising (in a non legally binding manner) and encouraging Intermediate Bodies in relation to the employment of new Officers.
- b. The post holder is responsible for the training course for new Ecumenical Officers and works with the National Ecumenical Officers to deliver the training. The Operations Manager manages the practicalities of the training course.
- c. The post holder is responsible for the annual Consultation of County Ecumenical Officers (CEO's), working with a different small group of CEO's each year to create a programme which will develop the skills and knowledge-base of those attending. The Operations Manager manages the practicalities of the Consultation.
- d. All CTE's staff take responsibility for offering support, encouragement, information (and where appropriate, practical help) to Intermediate Bodies but a consequence of these relationships is that the post holder is CTE's main contact with County Ecumenical Officers, supporting and encouraging them as appropriate.
- e. The post-holder is responsible for the content and presentation of the website where it relates to Intermediate Bodies and to all Ecumenical Officers.

6. National Ecumenical Officers

- a. The post holder, working with CTE's General Secretary, is responsible for the regular meetings of National Ecumenical Officers and for welcoming and supporting new NEOs. The Operations Manager manages the practicalities of NEO meetings.
- b. The post holder works with the NEOs of those Churches which have Denominational Ecumenical Officers to deliver the annual training course for new Ecumenical Officers, taking particular responsibility for the CEOs present.

- c. The post holder works with the Principal Officer for Pentecostal and Charismatic Forum & Inter Cultural Relations to encourage the development of Ecumenical structures within Pentecostal, Charismatic and also Orthodox churches.

7. Resources

- a. The post-holder is responsible for all CTE resources, printed and online, except those which are the responsibility of other staff colleagues.
- b. The post holder works in collaboration with colleagues, especially staff colleagues, in delivering these responsibilities. The Communications Officer is a particularly close colleague in the area of resources and the Operations Manager provides practical help.

8. Enabling Group

- a. The post-holder, working with CTE's General Secretary, is responsible for content the meetings of CTE's Enabling Group and for welcoming and supporting new Enabling Group members. The post holder is supported by the Operations staff .
- b. While the Enabling Group agenda is set by the Convenor, Deputy Convenor and the General Secretary, the post-holder is responsible for the presentation of the Enabling Group's agenda and papers and for liaising with those who contribute or present to the meeting. The Operations staff implements the practicalities of Enabling Group meetings.
- c. With the General Secretary, the post holder ensures the delivery of the work of the Enabling Group

9. CTE's Forum

The post-holder, working with CTE's General Secretary, Operations staff and with the Moderator and Deputy Moderator of the Forum, is responsible for the content and programming of the CTE's triennial Forum. The Operations staff implement the practicalities of the Forum.

10. Other events

The post-holder may be asked, from time to time, to facilitate or organise other events eg those sponsored by CTE or initiated by the National Ecumenical Officers. In this she is supported by Operations staff.