**Churches Together in**



**Norfolk and Waveney**

**County Ecumenical Officer**

***role description and person specification***

The Church Leaders of Norfolk and Waveney Churches Together wish to appoint a County Ecumenical Officer. The role is part time.

***Role Description***

**Role Title** County Ecumenical Officer.

**Reports to** Convenor of the Church Leaders of Norfolk and Waveney Churches Together (or his nominee(s)).

Diocesan Secretary of the Diocese of Norwich (as NDBF employee).

**Salary** £2184 per annum (£13 per hour). Expenses of office are paid.

**Contract** Part time.

**Hours** 14 hours across a month .

**Place of Work** Home.

The main responsibilities are:

1. Liaising with Churches Together in England and Churches Together in Britain and Ireland and ensuring Norfolk church leaders are kept informed of any significant developments and issues.
2. Setting up and administering reviews of local ecumenical partnerships within Norfolk and Waveney. (There are around 15 of these and each LEP should be reviewed by a small team every 5-7 years).
3. Convening meetings of the denominational ecumenical officers within Norfolk and Waveney.
4. Representing Norfolk and Waveney Churches Together in relation to public bodies and on other occasions when required to do so.
5. Keeping in touch with local Churches Together groups within Norfolk and Waveney.
6. Taking initiatives which serve to build unity between the churches in Norfolk and Waveney.
7. Taking a lead in particular ecumenical events e.g. Ecumenical Chain of Prayer, Ecumenical Palm Sunday Service & Week of Prayer of Christian Unity.
8. Close liaison with, and briefings to, the county’s ecumenical church leaders and attendance at their biennial meetings.
9. The CEO will develop and maintain the Norfolk and Waveney Churches Together website.

Whoever undertakes this role must be committed to the search for unity within and between all the mainstream Christian churches. The Church Leaders themselves comprise the Bishop of Norwich (Church of England), the Bishop of East Anglia (Roman Catholic), the Moderator of the Eastern Synod (United Reformed), the Chair of the East Anglia District (Methodist), the Regional Minister for Norfolk (Baptist), the Divisional Leader of the Anglia Division (Salvation Army) and the Norfolk Representative of the Society of Friends (Quakers).

***Person Specification***

Essential requirements

1. A mature Christian faith with a commitment to mission and unity. (An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010.)
2. The right to work in the UK. Those called for interview will be required to bring documentation to demonstrate that right.
3. Membership in good standing of a Church eligible for membership of Churches Together in Norfolk and Waveney.
4. Knowledge of recent ecumenical developments, a general knowledge of the workings of the mainstream Churches.
5. Familiarity with and experience of church and ecumenical structures at local level.
6. A commitment to ecumenical working and an ability to relate to a wide variety of ecclesial traditions and individual theologies, holding with integrity his/her own convictions whilst not allowing these to prejudice opinion or hinder partnership. The ability to promote critical ecumenical thinking. Some theological knowledge.
7. A collaborative working style and ability to relate well to lay and ordained Christians, to Church Leaders and to colleagues. Good listening skills, good humour, discernment and approachability are key elements here, as well as discretion, tact and the ability to respect confidences. The County Ecumenical Officer must also be able to delegate or allow others to undertake some of the work.
8. A proven ability to work alone and on his/her own initiative. The County Ecumenical Officer must be able to manage his/her own time and flexible working hours, ensuring that s/he does not yield to the temptation to overwork. Putting into place appropriate boundaries between work and personal time is crucial.
9. A positive and optimistic outlook and the skill of encouraging, inspiring and supporting others.
10. The ability to think creatively, take initiatives and plan ahead. The County Ecumenical Officer must be able to fulfil core tasks whilst recognising that the part time nature of the post offers limited flexibility to develop the work according to his/her own gifts and experience.
11. Administrative, organisational and committee skills, including clear and accurate record-keeping, are essential.
12. Skill in written and spoken communication, including addressing small and large groups with clarity.
13. Competence in the use of a computer, e-mail and Microsoft Office or equivalent.
14. The ability to visit all parts of Norfolk and Waveney as cost-efficiently as possible within the agreed budget. (The Officer will normally live or be willing to live within reach of all parts of Norfolk and Waveney. Relocation expenses will not be paid.)

Desirable requirements

1. Familiarity with and experience of church and ecumenical structures at national level.
2. Familiarity with and experience of current practice in mission and evangelism including fresh expressions of church.
3. A willingness to gain an understanding of Black-led churches and ethnic minority churches.
4. A demonstrable ability to think theologically.
5. The ability to maintain databases.
6. An ability to relate to secular leaders.
7. An ability to travel within and beyond a large rural county which lacks public transport in

many areas.

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