

County Ecumenical Development Officer for Churches Together in Oxfordshire

Job Description

This is a half-time post (18 hours a week)

Job title: *County Ecumenical Development Officer (CEDO) for Churches Together in Oxfordshire (CTO)*

Location: *The officer will work from the office of Churches Together in Oxfordshire and travel as necessary to locations within and outside the county of Oxfordshire*

Accountable to: *The CTO Enabling Group, acting for the Council of Churches Together in Oxfordshire (the employer), and the Oxfordshire Church Leaders' meeting. The Enabling Group will put into place effective line management and support for the Officer. The Chair of CTO will meet with the Officer on a regular basis.*

Vision for the role: *A networking specialist among and for the complete breadth of church groupings in Oxfordshire with the aim of encouraging a united commitment to being and working together as the body of Christ in each community, particularly in mission.*

Tasks: *The County Ecumenical Development Officer shall:-*

- *Facilitate and support the churches of Oxfordshire in their relationships with one another and their wider mission in the world;*
- *Build relationships among churches in local communities and across wider and meaningful geographical areas within the county;*
- *Keep wider churches informed about and responsive to new housing developments and opportunities to be a missional and gathering presence;*
- *Involve and work with nominated ecumenical representatives from various church groupings as appropriate;*
- *Resource and support the Local Ecumenical Partnerships and local Churches Together groups in Oxfordshire, ensuring that CTO carries out its Sponsoring Body responsibilities for LEPs, organising reviews and advising on constitutions etc.;*
- *Keep in touch with, influence, and make available national CTE resources and initiatives as appropriate;*
- *As a subsidiary role, be a representative to and conduit for public and civic bodies, including the voluntary sector, on behalf of the churches of CTO, ensuring that the Church Leaders are kept in touch with community and civic issues as they arise and helped to engage appropriately;*
- *Facilitate and resource twice-yearly Church Leaders' meetings.*

Setting: *The County Ecumenical Development Officer works in the context of a network of similar officers in the counties of England ('Intermediate Level') and is supported by Churches Together in England most usually via its Field Officer for the*

South. 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.

Other requirements: *This is a half-time post and much of the work involves travelling in the Oxfordshire area and beyond. The County Ecumenical Development Officer will work flexible hours, 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.

Final Version: 8 November 2016

Person Specification for the CEDO

<i>Quality</i>	<i>Essential</i>	<i>Desirable</i>
<i>Faith commitment</i>	<i>Practising Christian in good standing. (An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010.)</i>	<i>Member of a denomination affiliated to CTE.</i>
<i>Eligibility for employment</i>	<i>The right to work in the UK. Those called for interview will be required to bring documentation to demonstrate that right.</i>	
<i>Ecumenical understanding</i>	<i>Comfortable in engaging with a wide range of approaches to Christian faith and expressions of church.</i>	<i>Broad experience of ecumenical work; knowledge of recent ecumenical developments; a general knowledge of the workings of the mainstream Churches.</i>
<i>Commitment to mission</i>	<i>Passion and vision for working ecumenically in mission.</i>	<i>Track record of ecumenical mission.</i>
<i>Style of working</i>	<i>Highly relational, facilitative and collaborative. Able to delegate where appropriate. A proven ability to work alone and on his/her own initiative. The 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.</i>	
<i>Communication skills</i>	<i>Good communicator in varied settings and media, particularly electronic communications.</i>	<i>Able to arrange for the building of a web-site, and know how to update it.</i>
<i>Transport</i>	<i>Holder of current driving licence.</i>	
<i>Breadth of experience</i>		<i>Familiarity with and</i>

		<i>experience of statutory authorities' structures and ways of working and ability to relate to secular leaders.</i>
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