



County Ecumenical Officer: Person Specification

The County Ecumenical Officer will be a person of mature Christian faith with a commitment to mission and unity. While good organisational and administrative skills are required, the Trustees are looking for someone with a vision for enabling the Churches in Devon to fulfil their mission together, who is able to work effectively with others through both formal and informal channels.

Essential requirements

1. Membership in good standing of a church in one of the member bodies of Churches Together in England (CTE), Churches Together in Devon (CTD) or the Evangelical Alliance.
2. An understanding of ways in which churches operate and work together at local level, and of ways in which Christians learn from each other. The ability to relate to varied traditions of church life and interpretations of theology with credibility, respect and willingness to learn, while holding with integrity their own convictions.
3. Ability to discern key issues in complex situations and highlight possible courses of action.
4. A collaborative and encouraging working style, including networking, listening, discretion and defusing conflict. Ability to maintain working relationships through remote contact and to work alone without close supervision.
5. The ability to think creatively, take initiatives and plan ahead, managing their own time and the contributions of others to achieve agreed goals.
6. Administrative, organisational and committee skills, including clear and accurate record-keeping.
7. Skill in communicating through the written and spoken word in a variety of contexts.
8. The ability to keep up to date with information and communications technology and use it effectively. Experience of using email, Microsoft Office or equivalent, and websites.

9. Readiness to develop further skills and knowledge, as required for the role.
10. Capacity to travel to all parts of Devon.

Desirable requirements

- a) Familiarity with the geographical and social context in Devon.
- b) An understanding of historic and recent developments in Christian unity and ecumenical life.
- c) Understanding of governance of charities and of partnerships.
- d) Involvement in a local Churches Together group, Local Ecumenical Partnership or an inter-church mission project.
- e) A general knowledge of the workings of the mainstream Churches and an appreciation of newer and minority Christian traditions.
- f) Familiarity with current practice in mission and evangelism, including 'fresh expressions of church'.
- g) Understanding of partnership working, particularly with the public and/or voluntary sector.
- h) A track record in effective networking and knowledge sharing, including the use of social media and online resources.
- i) Experience of recruiting and overseeing volunteers.
- j) Have undertaken some theological training.
- k) Use of a car and valid driving licence.

Further important points

- I. This is a part-time post which includes meetings around Devon and beyond, including some at evenings and weekends. The CEO will need to arrange their working hours flexibly to fit these in - this cannot be a 'fixed hours' job.
- II. The appointment is subject to an Enhanced DBS (Disclosure and Barring Service) check.
- III. This post carries a genuine occupational requirement under the Equality Act 2010 that the post-holder be a Christian. Applicants will be asked about their faith journey and church experience at interview.
- IV. Applicants must have the right to work in the UK. Those called for interview will be required to bring documentation which demonstrates that right.
- V. Relocation expenses will not be paid. The terms for payment of expenses assume that the postholder lives within Devon and, if they chose not to, they will bear part of their travel costs and time themselves.