



# Cambridgeshire Ecumenical Council

## County Ecumenical Officer

### ROLE DESCRIPTION

**Role:** County Ecumenical Officer, part-time (15 hours a week). Much of the work involves travelling in the county and beyond. The work involves flexible hours, which may vary from week to week, including some evenings and weekends.

**Accountable to:** the Cambridgeshire Ecumenical Council via its Chair, who will meet with the Officer on a regular basis.

#### Purpose of Role:

1. The CEO will be expected to exercise a creative and enabling role in serving the CEC in furthering its encouragement of the churches to work together in witnessing to their faith and in promoting all aspects of ecumenism throughout the county.
2. The CEO's tasks will include
  - a. Servicing the meetings of the CEC and its Standing Committee. The CEO will be a full voting member of both these bodies.
  - b. Being available for consultation by the Church Leaders.
  - c. Liaising closely with the local Churches Together and Councils of Churches and encouraging local unity.
  - d. Co-ordinating the planning of ecumenical gatherings within the county as appropriate.
  - e. Assisting in the promotion of the CEC's link with Vellore, South India.
  - f. Acting as a resource person on ecumenical matters, providing information on such matters as Shared Churches, Shared Ministries, Constitutions, Covenants and the like.
  - g. Seeking to draw into the CEC's life those churches with which it does not currently have a relationship.
  - h. Being a point of contact with reference to new housing areas, interfaith work and public sector issues.
  - i. Networking with the denominational Ecumenical Officers in the county and region.
  - j. Acting as a link with national ecumenical bodies and being involved in some of their activities.
  - k. Maintaining the records of the CEC including files of LEP constitutions and reviews.

and such other tasks as may reasonably be required.

3. The CEO works in the context of a network of similar officers in the counties of England ('Intermediate Level') and is supported by the staff of Churches Together in England. As well as attending CTE's training course for new officers in the first year of appointment, the Ecumenical Development Officer 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.

## **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. Membership in good standing of a Church eligible for membership of Cambridgeshire Ecumenical Council or Churches Together in Britain and Ireland.
3. Knowledge of recent ecumenical developments, a general knowledge of the workings of the mainstream Churches.
4. Familiarity with and experience of church and ecumenical structures at local level.
5. A commitment to sensitive 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.
6. 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 CEO must also be able to delegate or allow others to undertake some of the work.
7. A proven ability to work alone and on his/her own initiative. The CEO 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.
8. A positive and optimistic outlook and the skill of encouraging, inspiring and supporting others. A certain amount of conflict-management may be required, so an ability to face stress is therefore necessary.
9. The ability to think creatively, take initiatives and plan ahead. The CEO must be able to balance the need to fulfil core tasks with the flexibility this post offers to develop the work according to his/her own gifts and experience.
10. Administrative, organisational and committee skills, including clear and accurate record-keeping, are essential.
11. Skill in written and spoken communication, including addressing small and large groups with clarity. Ability to grasp complex issues and to retain objectivity in dealing with them.
12. Competence in the use of a computer, e-mail and Microsoft Office or equivalent.
13. Own a car and hold a (preferably clean) driving licence to allow visits to all parts of the county to be made 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 the county. Relocation expenses will not be paid.)

14. The right to work in the UK. Those called for interview will be required to bring documentation to demonstrate that right.

### **Desirable requirements**

15. Familiarity with and experience of church and ecumenical structures at national level.
16. Familiarity with and experience of current practice in mission and evangelism including fresh expressions of church.
17. An understanding of ethnic minority churches.
18. A theological qualification.
19. Desktop publishing skills and the ability to maintain databases and websites.
20. Familiarity with and experience of statutory authorities' structures and ways of working and ability to relate to secular leaders.

## **CONDITIONS OF SERVICE**

By negotiation, but we anticipate that the appointee will be employed or seconded by one of the churches who are represented on the Cambridgeshire Ecumenical Council and remunerated at a level similar (pro rota) to a ministerial stipend excluding housing or allowance. The Cambridgeshire Ecumenical Council is currently supported financially by the Baptist Church, the Church of England, Methodist Church, the Religious Society of Friends, the Roman Catholic Church, the Salvation Army and the United Reformed Church.

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*If you would like to know more about this post, please contact the Chair of the Council, the Rt Revd Dr David Thomson (Bishop of Huntingdon) [bishop.huntingdon@elydiocese.org](mailto:bishop.huntingdon@elydiocese.org).*

*Applications are invited by **11<sup>th</sup> February** and it is hoped to hold interviews on **27<sup>th</sup> February** with a start to the new appointment on **1<sup>st</sup> April**.*