

# **Churches Together in Cheshire**

## ***County Ecumenical Development Officer***

### ***Job description:***

The Cheshire County Ecumenical Development Officer (CEDO) is the principal officer of Churches together in Cheshire and is employed by Churches Together in Cheshire (CTiC).

CTiC is a registered charity which covers the former county of Cheshire as defined up to local government reorganisation in April 2009 along with the part of Halton south of the river Mersey.

The CEDO shall, in conjunction with the church leaders of the constituent denominations, seek to promote the unity and mission of the church at every level.

The officer shall encourage and enable churches to make decisions together wherever possible.

The officer shall give expression to the common faith, baptism and devotion of Christians as they seek to apply the "Lund principle" – to do everything together, except that which, in conscience, must be done separately and shall seek to encourage the churches of the county, to do things ecumenically rather than doing "ecumenical things".

The responsibilities shall include

1. a) In relation to the Church leaders: to act as secretary to and service the meetings of the Cheshire Church leaders as Trustees of Churches Together in Cheshire.  
b) To ensure that CTiC complies with Charity Commission requirements including the preparation and publishing the Annual returns and reports.
2. Liaising with
  - Denominational Ecumenical Officers
  - Local Churches Together groups
  - Local Ecumenical partnerships in Cheshire
  - Educational, industrial, rural and police chaplaincy groups
  - The CTiC Agricultural chaplaincy team
  - The Treasurer of CTiC
3. Communication, including the production of regular newsletters and web site management.
4. Managing the review process for LEPs on a 5-7 year cycle
5. The organising and planning of initiatives that will draw together Christians in Cheshire which will nurture and develop the mission and unity of the Church
6. Building links with secular organisations, other faith communities and other groups that would benefit from a united Christian input in the region.
7. Working with other members of the North-West Ecumenical Officers group in the development of ecumenical mission across the region
8. Supporting and receiving support from Churches together in England and CTBI.
9. Working with the Church leaders in strategically promoting the mission and unity of the Church.

### ***Person Specification:***

The CEDO, lay or ordained, is someone with a strong personal commitment to the movement of the churches towards Christian unity.

While good organisational and administrative skills are required, Trustees are looking for an ability to identify and release good ecumenical work coupled with a capacity to establish and maintain personal relationships with the different bodies and personalities with whom contacts are made.

Good IT skills are essential.

The CEDO will be required to work from home but a laptop, printer and filing cabinet will be provided if required,

The CEDO will need to be self motivated and be able to plan and prioritise the workload unsupervised. Travelling throughout the county and occasionally beyond will be expected (and a mileage allowance given). Flexibility is essential as the CEDO must be available for meetings during daytime, evening and some weekends

### ***Terms of Service***

This is a summary extract from the normal contract of employment which will be issued in full on appointment.

**Normal notice period** (after end of probationary period of 3 months) - 1 month

**Place of work** - Your normal place of work will be at your home.

**Hours of work** - Your normal working hours are 15 hours per week. You may be required to work in the evenings and at weekends.

**Annual Leave entitlement** - 10 working days paid leave plus statutory public holidays

**Remuneration** - Your basic gross salary will be £6500 per annum, subject to annual review. It will be paid monthly before the end of each month (net of statutory and agreed deductions).

**Pension** - The normal age of retirement is 65. CTiC will make a contribution of 6% into a stakeholder pension scheme should you so wish.

**Expenses** - mileage allowance between your normal place of work and other venues where you are working is currently 40p per mile. If using your private car, you must ensure that it is insured against third party claims arising from business use.