



CHURCHES TOGETHER IN HERTS and BEDS

Joint Post of Ecumenical Facilitator – Information Pack

JOB DESCRIPTION

Churches Together in Hertfordshire (CTH) and Churches Together in Bedfordshire (CTB) exist to assist churches in the two counties to work in partnership in God's mission and to live together in covenant relationship.

CTH and CTB aim to inspire and resource local churches in the two counties in building creative partnerships in the service of God's mission through Local Ecumenical Partnerships, Churches Together groups, and increasingly through more informal ecumenical relationships. The part-time post of ecumenical facilitator has been established as a key means to achieve this aim by supporting and developing new and existing forms of ecumenical relationships.

The ecumenical facilitator is expected to:

1. Work creatively to discover and develop fresh ways of furthering ecumenical relationships and partnerships in Christian mission in Hertfordshire and Bedfordshire.
2. Encourage and facilitate the development of informal and formal ecumenical relationships and partnerships in mission which include churches and networks not in membership with CTH or CTB.
3. Support and assist existing ecumenical relationships and partnerships among member churches of CTH and CTB locally and at county level.
4. Convene and facilitate regular meetings of regional church leaders in Hertfordshire and Bedfordshire for the purposes of developing effective working relationships and closer collaboration.
5. Work closely with the county ecumenical officers appointed by the member churches of CTH N CTB to support and develop local forms of ecumenism.
6. Provide timely information and guidance for regional church leaders and county ecumenical officers concerning ecumenical matters, including the technical and legal requirements in relation to Local Ecumenical Partnerships.

7. Convene and facilitate meetings of the CTH and CTB committees in consultation with the Chairs of CTH and CTB in collaboration with the Treasurer and other officers.
8. Manage CTH and CTB communications, including their respective websites and any presence on social media.
9. Engage in professional development through appropriate training and meet with equivalent postholders in neighbouring counties for mutual support.
10. Represent CTH and CTB at national and regional events arranged by Churches Together in England, as appropriate, including the annual Forum of Churches Together in England.

PERSON SPECIFICATION

Essential Attributes

1. Clearly expressed Christian faith and an enthusiasm to encourage and facilitate Christians working together.
2. Personal experience of ecumenism and a sound understanding of ecumenical structures in England, with the ability to reflect on key ecumenical agreements, statements, documents and to be a source of relevant information for CTH and CTB, with a desire to keep abreast of developments in the ecumenical world nationally and globally.
3. Able to relate to a wide range of ecclesial traditions and theological perspectives, holding with integrity personal convictions whilst not allowing these to prejudice opinion or hinder partnership; able to work with both lay and ordained Christians, church leaders and congregations.
4. Able and willing to listen to others, to discern key issues and highlight possible courses of action; to work as part of a team, especially with the Denominational Ecumenical Officers (DEOs); ability to promote critical ecumenical thinking amongst regional church leaders and the DEOs.
5. Able to motivate others, communicate effectively in writing and verbally, engage with diverse groups, and preach in local churches, where invited and as appropriate.
6. Able to work independently with a high level of self-motivation, organisation and appropriate initiative, able to prioritise among tasks, establish an effective work plan and meet targets; possessing administrative skills.
7. Able to travel to events and meetings, principally across Hertfordshire and Bedfordshire, occasionally nationally, as cost-efficiently as possible within the agreed budget.
8. Willing to work flexible hours, including evenings and weekends when the job requires it.
9. Approachable manner, with the ability to develop good working and personal relationships with a wide range of people.
10. Able to use a computer and to work easily with Microsoft Office software and email.
11. Experience of using social media and content-based website systems (or the willingness to learn).

Desirable Attributes

1. Access to a car and holding a valid UK driving licence or the ability to travel freely within Hertfordshire and Bedfordshire, sometimes to remote locations and at short notice.
2. Experience of involvement in a county ecumenical body or similar.
3. Experience of involvement in a Local Ecumenical Partnership and/or a local Churches Together group.
4. Experience of managing, updating and developing a website, and of using social media.

This post carries a genuine occupational requirement under the Equality Act 2010 for the post-holder to be a Christian. The post is open to Christians in good standing in a member church of Churches Together in England, lay or ordained. References will be taken up, one of which will be from an appropriate church leader.

The post is subject to an enhanced check by the Disclosure and Barring Service.

TERMS AND CONDITIONS

Job title	Ecumenical Facilitator for Churches Together in Hertfordshire and Churches Together in Bedfordshire.
Location	Working from home, travelling around the county and more widely when necessary.
Hours	23 hours per week (16 for CTH and 7 for CTB); however, the actual times of work will vary according to the needs of the work and may involve occasional evening and weekend working.
Accountability	The employer is Churches Together in Hertfordshire, which is a registered charity, number 1117022. The postholder will be accountable to the CTH committee, through the Chair of CTH, who will normally be the designated line manager. There will be an annual appraisal.
Termination of employment	Employment may be terminated by either party by the giving of three months' notice.
Pay	Salary of £17,000 per annum will be paid at monthly intervals. No accommodation is provided.
Travel	Car travel costs will be reimbursed at the agreed Inland Revenue rate, currently 45 pence per mile. The use of public transport and/or car sharing is expected, where appropriate. Authorised expenses incurred in the performance of duties will be reimbursed.

- Hours of work** The Facilitator is remunerated for 23 hours per week but it is agreed and acknowledged that hours may vary considerably from week to week and the postholder will work generally as appropriate, with time off in lieu as agreed with the line manager.
- Annual Leave** 25 days per year pro rata plus public holidays, to be taken after consultation with the line manager.
- Sick leave** Periods of certified absence are paid in accordance with statutory legislation. All sickness absence of up to one week must be supported by DSS SC1 form. Absences of more than 7 days require a Statement of Fitness for Work.

Collective Agreements

These terms and conditions are not governed by any collective agreements.

14 March 2024