

ROLE PROFILE FOR National Advisor for Ecumenical Relations

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder. The advertised role oversees, as an essential aspect of that mission, all of the Church of England's relationships with other Christian churches.

The National Advisor for Ecumenical Relations is a senior post and the person appointed will work with the Council for Christian Unity to direct and manage the Church of England's ecumenical relationships at home and abroad and will work through the Office of the Archbishops to support the Archbishops of Canterbury and York in their ecumenical engagements.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The ecumenical sub-team is currently composed of three staff, two of whom (including the advertised post) are full-time, and one part-time, with access to administrative support from a fourth (half-time). The National Advisor for Ecumenical Relations is the sub-team manager. The
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sub-team is part of the Faith and Public Life team and is based at Lambeth Palace. It operates under the aegis of the Council for Christian Unity, reporting to the Archbishops' Council and also to the Archbishops of Canterbury and York.

What you'll be doing

As National Advisor for Ecumenical Relations, you will promote, sustain and develop the Church of England's ecumenical relations, with a focus on enabling cooperation between churches in mission and evangelism. This involves working on cross-cutting issues with a bearing on ecumenical relations with other churches.

MAIN DUTIES AND RESPONSIBILITIES

The Responsibilities

- Advising the Archbishops and other bishops with ecumenical responsibilities, on the ecumenical aspects of their ministries and mission.
- Contributing as a senior officer in the F&PL staff team to the strategic direction of the team's activities, taking forward and helping to shape the Church of England's priorities for ecumenism.
- With other colleagues in the Ecumenical sub-team, representing the CCU and the Church of England as required on ecumenical bodies and at significant events, and providing staff support for these where appropriate.
- Giving authoritative theological support to the work of CCU, collaborating with the staff of FAOC, and bringing theological insights to bear on the work of the F&PL team.
- Maintaining and developing a strong network of contacts with staff counterparts, leaders and ecumenical representatives from other churches and church agencies, both in the UK and overseas as necessary.
- Working with colleagues in the NCIs, member bodies and Ecumenical Instruments to promote effective partnership with other churches in mission and evangelism, and advising on the theological and practical issues that arise from this.
- Preparing briefing papers and reports for senior staff, bishops, archbishops and member bodies in the area of ecumenical relations.
- Participating regularly in meetings of the CCU itself, and promoting good working relationships with staff across the NCIs with overlapping interests.
- Managing and directing the work of the Ecumenical sub-team within Faith and Public Life.

Other responsibilities

- Assisting in the organisation of the Archbishops' ecumenical visits, including overseas visits
- Participating regularly in meetings of the Faith and Public Life team and relevant sub-groups.

"All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities."

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

As someone considering this role, you will have extensive experience of ecumenical dialogue, whether locally, nationally or internationally, and a vision for ecumenism which holds unity and diversity together creatively. You will be driven by a theological vision for the work and have the pragmatism to know what is achievable and at what cost. You will be skilled in working with a range of senior stakeholders, with the wisdom to advise them authoritatively on ecumenical matters.

With responsibility for at least two colleagues within the Ecumenical sub-team of Faith and Public Life, subject to review, and access to administrative support from a third Faith and Public Life colleague, you will be a team player, able to work creatively to draw others into the work and to contribute effectively to joint projects. You will be able to take, and share responsibility and drive agendas forward as a member of a hard-working and highly motivated team.

Essential

Knowledge/Experience:

- Enthused by the Church of England's commitment to pursuing the full visible unity of the one church of Jesus Christ;
- Demonstrating a deep engagement with ecclesiology in all its forms;
- Willingness to engage equally with the historic communions of East and West, with the churches deriving from the Reformation, and with Pentecostal, new and independent churches;
- Good knowledge of the major theological and doctrinal issues addressed in ecumenical agreements and joint statements ('Faith and Order') and of significant areas of co-operation in mission, evangelism and social and public affairs ('Life and Works');
- Intellectual curiosity and ambition.

Skills/Aptitudes:

- Ability to master a brief, write concisely and clearly, and provide research and briefing notes for a variety of stakeholders;
- Able to translate vision and 'big picture' thinking into strategy and deliverable outcomes;
- Able to work quickly – to turn round agendas, minutes and other documents to time;
- Excellent interpersonal skills, including ability to work collaboratively in a team and to form and sustain a wide range of working relationships
- Attention to detail – including planning for meetings and conferences, practical arrangements, travel etc
- Competence in IT skills, including Microsoft Word and Outlook.

Personal Attributes:

- Confident; willing to propose courses of action and be creative; equally willing to take direction and to understand when something cannot be done or is not appropriate;
- Willing to work flexibly,
- A self-starter who is also a collaborative team player and team leader;
- The ability to learn from others and enable them to learn from each other;
- Because of the representative role of this post and the nature of the relationships it involves, there is a Genuine Occupational Requirement that the person appointed be a Communicant member of the Church of England.

Circumstances:

- Willingness and ability to travel within the UK and abroad, including overnight trips.

Desirable

Knowledge/Experience:

- Experience of ecumenical cooperation in mission and evangelism;
- Understanding of contemporary missiology;
- Writing for professional publication;
- A track record of theological engagement and publication.

Skills/Aptitudes:

- Skills in using IT for communication, including e.g. web design, desk-top publishing and social media;
- Ability to communicate in another major European language;

Vacancy Summary

JOB TITLE:	National Advisor for Ecumenical Relations
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Faith & Public Life
GRADE:	Band 2 Standard Point
SALARY:	£68,999
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace, London SE1 7JU
HYBRID WORK ARRANGEMENTS:	Flexible working is possible, using online meetings, but there is a significant requirement for attending meetings in London and elsewhere, with overseas travel also a key component of the position.
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Enhanced
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input checked="" type="checkbox"/>
ORACLE POSITION CODE:	8017022
COST CODE:	22512
PARENT POSITION:	Director for Faith and Public Life