

Temporary Anglican Alliance facilitator for Latin America and the Caribbean

This is an exciting position to work with the churches of the Anglican Communion in Latin America and the Caribbean. The Anglican Alliance is a new global international development initiative that brings together development relief and advocacy work across the Anglican Communion. The position is offered on a six months contract.

The main duties are set out below:

Job Description

The post holder's main duties will be to:

- Assist in arrangement of Anglican involvement in Rio + 20, working to the lead given by the Anglican Episcopal Church of Brazil. Liaise with other provinces and dioceses in Latin America and the Caribbean over their participation in the event. This will be the prime focus of the work of the temporary facilitator.
- Assist in advocacy especially on climate change surrounding the G20 meeting in Mexico, liaising between Latin America and the Caribbean and London.
- Arrange in consultation with Anglican Alliance steering group members and co-ordinators in Latin America and Caribbean the participation of people in the region in Alliance activities, including the micro-finance workshop in Africa and the peace and reconciliation event in the UK.
- Liaise with Anglican Alliance steering group members and co-ordinators in Latin America and the Caribbean to ensure that emergencies in the region are reported and appeals notified to the Anglican Alliance office for posting on the website. Arrange input from across the region into the relief strategy for the Anglican Alliance.
- Assist with the mapping of development, relief and advocacy work of Anglican churches and agencies throughout Latin America and the Caribbean, working in co-operation with the Anglican Alliance office in London. Ensure that provinces and dioceses in Latin America and the Caribbean are aware of the mapping tool and teach them how to use it.
- Take part in phone conference meetings with Anglican Alliance steering group members and co-ordinators in Latin America and the Caribbean as required and once fortnightly phone conference meetings with the Anglican Alliance office in London,
- Other duties as reasonably required.

Person specification

The skills, knowledge and experience required for this position are set out below:

- Excellent interpersonal skills. Able to build and maintain sound relations with a wide range of people in different contexts.
- Excellent organisational skills, with experiencing of organising major events.
- Knowledge of current issues in international development, and experience of working in this area is desirable.
- Very good administrative skills: able to plan and budget work and ensure plans are carried out to time and budget.
- Good IT skills, able to use the basic range of programmes and with sufficient ability to teach others to use the Anglican Alliance mapping tool.
- Experience of working in a cross-cultural environment. Must be able to speak Portuguese and English and to have an ability to understand Spanish.
- Understanding of and sympathy with the beliefs of the Anglican Communion.
- Willingness to work flexibly.

Information about the post

This is a full-time post offered on a fixed term six months contract. The salary will be up to BRL 1,900 a month (inclusive of tax) depending on qualifications and experience. The post will be located in Brazil. There will be some flexibility about the location within the country.

The contract will be issued by the Anglican Consultative Council, with the Anglican Episcopal Church of Brazil being the managing agent.

To apply for the post

Please send your curriculum vitae and a covering letter to: anglicanalliance@aco.org.

Please set out clearly in your letter how you meet the person specification set out above.

Please also say why you are applying for the position, and what special qualities you would bring to the work. Please write your application in English or Portuguese.

Interviews for shortlisted candidates will be in Sao Paulo in late February.