

JOB DESCRIPTION



JOB TITLE: Intentional Discipleship Coordinator

LOCATION: St Andrew's House, 16 Tavistock Crescent, London W11 1AP

ACCOUNTABLE TO: Director for Mission

BACKGROUND:

This is a new role to coordinate and promote the season of intentional discipleship and disciple making throughout the Anglican Communion.

INTRODUCTION:

In April 2016 the coordinating body of the worldwide Anglican Communion, ACC-16, passed a resolution (16:01) to initiate a nine year period of intentional discipleship and disciple-making (Jesus-shaped life) within the communion. The purpose of this post is to assist the Director for Mission in the coordination of promotion and responses to this resolution.

KEY RELATIONSHIPS:

The Coordinator will work directly with the Director for Mission and other staff within the Anglican Communion Office. Other key relationships will be with:

- Members of the international coordinating group
- Anglican leaders, primarily at provincial and diocesan level, who hold responsibilities for discipleship and/or mission
- Anglican mission agencies
- Ecumenical churches and bodies engaged in encouraging discipleship and disciple-making.

KEY RESPONSIBILITIES:

- To promote the Season of Intentional Discipleship and Disciple-making throughout the Anglican Communion and liaise with provinces/dioceses.
- To build effective and active partnerships with other Christian movements and organisations within the global Christian family who share the concern for intentional discipleship and disciple-making.
- To map and communicate (good) practices and resources.
- To mobilise prayer to be at the heart of the Season of Intentional Discipleship and Disciple-making.
- To manage and develop print, web-based and social media communications so as to promote the culture of intentional discipleship and disciple-making in the Anglican Communion.

- To support, with advice, information and resources, others within the Anglican Communion who plan events or initiatives which seek to raise the profile of discipleship and disciple-making.
- To plan residential and conference-call meetings for the coordinating group and provide support for these meetings and any sub-groups that may be created.
- To implement ideas and initiatives from the coordinating group.
- To work with the Director of Mission and the coordinating group in consultation with the ACO Trustee Fundraiser, as required, to identify funding needs and to develop ways of meeting these needs as the work develops.
- To undertake any other work or responsibility within this area of work as directed by the Director for Mission.

The main responsibilities of the post are outlined above. This list is not exhaustive and is intended to reflect main tasks and areas of work. Changes may occur over time and following a period of consultation the post holder may be expected to agree to reasonable changes to the job description that are commensurate with salary banding and in line with the general nature of the post.

BACKGROUND INFORMATION:

About the Anglican Communion Office (ACO)

The ACO is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises.

Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion. Relating to Anglican Churches around the world is a critical part of the role, as is occasional overseas travel.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Also operating within the ACO, the Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020.

PERSON SPECIFICATION:
Intentional Discipleship Coordinator

	Essential	Desirable
Qualifications	Degree level education	
Experience	Experience of working within Christian churches and organisations. Experience of coordinating groups of senior staff. Experience of web-based work including social media. Experience of cross-cultural communication Proven administration experience.	Experience of Discipleship and Disciple-making within or beyond the UK. Experience of living or working in a culture other than their own.
Skills/abilities	Ability to think and reflect theologically/missiologically. Good written and spoken English. Ability to communicate clearly verbally, in print and electronically. Ability to work on own initiative in seeking out, collating and presenting information. Ability to form positive relationships quickly across cultural, and language barriers. Proficient in the use of Microsoft Office packages. Good self-organisation and interpersonal skills. Ability to work under pressure.	Fluency in relevant languages in addition to English, (of particular use would be French, Spanish or Portuguese.)
Knowledge	Understanding of the Christian church. Knowledge of Christian discipleship, disciple-making and mission. Knowledge of communication methods. Knowledge of resources management.	Knowledge of the Anglican Communion
Disposition	Team player who is also self-motivated and able to work on their own initiative. Natural networker.	

GENERAL CONDITIONS:

The Anglican Consultative Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are: Respect, Trust, Hospitality, Humility, Openness.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

TERMS OF EMPLOYMENT:

<i>Salary:</i>	This senior position will be remunerated based on the NCI (National Church Institutions) salary scales, currently c.£30,000.
<i>Pension Contributions:</i>	Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.
<i>Hours of Duty:</i>	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holders of of this post is expected to adopt a flexible approach to hours worked to fulfil the duties of the post.
<i>Annual Leave:</i>	30 days paid leave per leave year. This is exclusive of public holidays. The leave year runs from 1 January to 31 December.
<i>Season Ticket Loan:</i>	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
<i>Contract:</i>	The post is offered on a permanent contract, subject to a six month probationary period.

APPLICATIONS:

Applications are invited from suitably qualified persons. The application should include a full CV, covering letter and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence. The deadline for applications is noon on 6 July 2018 and interviews will take place at our office on 16 July 2018.