

Anglican Communion Office – Director for Unity, Faith and Order

Job Description

Reporting to: All ACO staff are under the overall leadership and direction of the Secretary General. The Director for Unity, Faith and Order will be managed by the Chief Operating Officer and will be a key member of the Management Team.

Responsible for: All staff within the Unity, Faith and Order department (currently 2 staff, 1.4 fte)

Job purpose

- To provide leadership and support for the work of the Inter-Anglican Standing Commission on Unity, Faith and Order (IASCUFO).
- To provide leadership and support for the ecumenical dialogues of the Anglican Communion.
- To advise the Secretary General on matters relating to Anglican faith and order and ecumenical relations.
- To share in the leadership and management of the ACO as a member of the management team.

Key responsibilities – Anglican Faith and Order

- In close co-operation with the Chair of the Commission provide leadership and support for the work of the Inter-Anglican Standing Commission on Unity, Faith and Order (IASCUFO).
- To build strong operational relationships with key individuals involved in Anglican faith and order roles and work including , but not limited to the Inter Anglican Liturgical Consultation and the Network of Canon Lawyers.
- To provide leadership and support for the ecumenical dialogues of the Anglican Communion.
- To build strong operational and diplomatic relationships with key individuals in ecumenical partner churches and bodies.
- To maintain a close understanding of developments in ecumenical matters within the provinces of the Anglican Communion, providing support and advice as appropriate.

Key responsibilities – Strategy and Leadership

- To report regularly to the Standing Committee and to the Instruments of Communion on faith and order and ecumenical matters as appropriate.
- To raise awareness proactively on faith and order and ecumenical issues to the Secretary General, and Standing Committee, recommending that issues be brought to the attention of the Archbishop of Canterbury if appropriate.
- To liaise with the Archbishop of Canterbury's adviser on ecumenical affairs and others as appropriate.
- To represent the Secretary General and the Anglican Communion and at events and activities relevant to the role.
- To act as a member of the leadership team taking a full part in the executive leadership and management of the ACO.
- To ensure that Unity, Faith and Order personnel are fully informed about ACO strategies, plans and developments.
- To form strong collaborative relationships with the other Directors and teams.

Key responsibilities - other

- To keep up to date with current developments in the Anglican Communion, other global churches and church groups and in theological and ecclesiological understanding.
- To undertake any other tasks reasonably required.

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Person Specification

Qualifications, knowledge and experience

- Communicant member of a church of the Anglican Communion, or of a church in full communion therewith
- Qualified at post graduate level in the field of systematic theology, ecumenism, canon law or a related field of theology
- Passionate commitment to the unity of the Church
- Experience of senior organisational representation
- Experience of in-depth engagement with ecumenical and/or ecclesiological question
- Experience in managing complex meetings and formal exchanges
- Experience in managing and motivating people and teams and of effective delegation
- Experience as a confident presenter, able to tailor messages for different audiences

Skills and Abilities

- Diplomacy and relationship building skills
- Well developed and rounded management skills, capable of maximising the contribution of support staff and formal commissions and committees and individual volunteers
- Strong skills in drafting and writing formal reports for churches or similar bodies
- Confident IT skills to be able to communicate effectively in the global arena
- Capability to contribute effectively as a leader beyond immediate functional responsibility and take a role in developing and communicating organisation strategy and approach
- Ability to influence colleagues around the interface of the ecumenical agenda and their specific areas of work
- Ability to lead effective meetings with internal and external stakeholders
- Well organised with attention to detail and ability to lead others to achieve the same standards

Other

- Be prepared and able to travel extensively throughout the Anglican Communion and elsewhere
- Willing and able to travel and to work evenings and weekends as required

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Background Information

About the Anglican Communion Office

The Anglican Communion Office, based at St Andrew's House, London, England, is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Archbishop of Canterbury (in collaboration with staff at Lambeth Palace), the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conferences as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon has served as Secretary General of the Anglican Communion since 2015.

The Anglican Communion is served by a number of international committees and commissions, among them an Inter Anglican Standing Commission on Unity, Faith and Order (IASCUFO). The mandate for that body states that it shall have responsibility:

- To promote the deepening of Communion between the Churches of the Anglican Communion, and between those Churches and the other Churches and traditions of the Christian oikumene;
- To advise the Provinces and the Instruments of Communion on all questions of ecumenical engagement, proposals for national, regional or international ecumenical agreement or schemes of co-operation and unity, as well as on questions touching Anglican Faith and Order;
- To review developments in the areas of faith, order or unity in the Anglican Communion and among ecumenical partners, and to give advice to the Churches of the Anglican Communion or to the Instruments of Communion upon them, with the intention to promote common understanding, consistency, and convergence both in Anglican Communion affairs, and in ecumenical engagement;
- To assist any Province with the assessment of new proposals in the areas of Unity, Faith and Order as requested.

The Director for Unity, Faith and Order has primary responsibility will be to support, enable and facilitate the work of IASCUFO. As well as support for the Commission itself, the appointee will provide leadership and support for international ecumenical dialogues of the Anglican Communion and associated work, commissions and other bodies concerned with matters of Faith and Order, and represent the Anglican Communion in these areas both internally within the Communion and to other churches and associated bodies.

The post has become vacant because of the appointment of Revd Canon Dr John Gibaut to be President, Provost and Vice-Chancellor of Canada's Thorneloe University.

The position of Director for Unity Faith and Order is based at St Andrew's House in Westbourne Park, London W11. The Director is supported by one full-time programme executive and a part-time personal assistant. The Director will be part of the management team providing operational leadership for the ACO.

Relating to Anglican Churches around the world is a critical part of the role, as is substantial international travel.

General Conditions

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

The 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 and 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

Salary:	c.£55,000
Pension Contributions:	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%.
Hours:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post.
Annual Leave:	30 days paid leave per leave year. The leave year runs from 1 January to 31 December.
Season Ticket Loan:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
Contract:	The post is offered on a permanent contract, subject to a six month probationary period.

Application process

Applications are invited from members of the Anglican Communion or of a church in full communion therewith, lay or ordained, men or women. The application should include a full CV and the names of at least three referees (references will not be taken up until later in the application process). A letter of support from a Primate or senior bishop of the candidate's church to accompany the application is desirable but not essential.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

Closing date: Closing date for receipt of applications is Monday 18 March 2019

Interviews: Interviews are planned for Friday 12 April 2019