



THE ANGLICAN CENTRE IN ROME

DIRECTOR OF THE ANGLICAN CENTRE IN ROME AND REPRESENTATIVE OF THE ARCHBISHOP OF CANTERBURY TO THE HOLY SEE

JOB DESCRIPTION

JOB TITLE	Director of the Anglican Centre in Rome and Representative of the Archbishop of Canterbury to the Holy See
LOCATION	Based in Palazzo Doria Pamphilj, Piazza del Collegio Romano, Rome
EMPLOYER	The Anglican Centre in Rome
ACCOUNTABLE TO	The Governors of the Anglican Centre in Rome(through their Chair) and the Archbishop of Canterbury who is also the Ordinary of the Centre.
KEY RELATIONSHIPS	The Chair and other Governors of the Anglican Centre in Rome, the Archbishop of Canterbury, the Archbishop's Ecumenical Adviser, the Secretary General of the Anglican Communion and the Anglican Communion Office (and via the ACO, with each of the Instruments of Communion), the Cardinal President and officers of the Pontifical Council for Promoting Christian Unity, , the Anglican Co-chairs and Co-secretaries of ARCIC and IARCCUM, the Deputy Director and other staff of the Anglican Centre based in Rome and the Development Officer UK and Membership Services Officer (based in England), the C of E Bishops in Europe and the Bishop-in-charge of the Convocation of the Episcopal Church in Europe.
JOB SUMMARY	<p>The Anglican Centre in Rome promotes Christian unity in a divided world. It is a permanent presence for the Anglican Communion and the Archbishop of Canterbury in Rome.</p> <p>The post combines two inter-related strategic and operational responsibilities. Firstly as Director of the Anglican Centre in Rome the role involves leadership of a team ministry of hospitality and prayer, and providing educational opportunities and resources. Secondly, as representative of the Archbishop of Canterbury and of the Anglican Communion to the Holy See, the Director operates in a two-way ambassadorial role. These two responsibilities are multi-layered, binding together representational, educational, pastoral and interpretative elements. It is in the light of this broader context that the work of Director of the Anglican Centre can be understood.</p>

MAIN DUTIES AND RESPONSIBILITIES

The responsibilities of the Director (who will be a bishop of a province of the Anglican Communion) encompass the following:

Representational

The Director will maintain the formal representational role to the Holy See on behalf of the Archbishop of Canterbury (the only such ecclesiastical Representative in Rome, accredited to the Pontifical Council for Promoting Christian Unity and predating the existence of the Centre); and will also serve as a point of contact for the wider Anglican Communion, in order:

- To maintain, through the Anglican Centre, a symbol and embodiment of the Anglican Communion's commitment to the vision of the one, holy, catholic and apostolic Church;
- To develop the relations between the See of Canterbury and the See of Rome, and through them to promote developments between the Anglican Communion and the Roman Catholic Church
- To assist in keeping the offices of the Roman Curia and other institutions in Rome informed about developments within the Anglican Communion and the Anglican Communion informed about developments in the Roman Catholic Church;
- To identify and promote joint Anglican-Roman Catholic endeavours consonant with the agendas of both ARCIC and IARCCUM including study and mission projects, and to build effective structures for common action.

The development of good relationships with the dicasteries of the Roman Curia (and attendance at their events and seminars) is central to this, for which effective working relations with the Pontifical Council for Promoting Christian Unity (the dicastery of reference) is foundational.

The Director reports to the Archbishop of Canterbury, as required by him, in relation to the role as Representative to the Holy See. The Director will liaise closely with staff at Lambeth Palace concerning the Archbishop of Canterbury's interests and priorities and will assist with visits to the Vatican in the furtherance of these concerns. In addition, the Director will liaise closely with the Secretary General of the Anglican Communion and senior staff of the Anglican Communion Office.

Governance

The Director will have the responsibility for leading the implementation of the new Governance structure agreed at the meeting of Governors in November 2018 along with developing and implementing a new Five Year Plan.

Management

The Director will give overall strategic and operational leadership for the Centre, providing inspirational leadership and direction for the staff team and wider body of volunteer and others involved in the ministry and services of the Centre. The Director will lead executive and financial leadership, bringing plans and budgets to Governors for approval on a regular basis.

The Director reports both to the Archbishop of Canterbury (through his representative on the Governors) and to the Governors of the Centre (through their Chair). In particular it is the responsibility of the Director:

- To report regularly (at least quarterly) to the Governors (in writing or orally as appropriate) and to keep them well informed about activities, developments and proposed initiatives;
- To report to the Archbishop of Canterbury in person not less than three times a year, and to liaise regularly according to need with his Ecumenical Adviser, in relation to all activities as Representative of the Archbishop of Canterbury to the Holy See;
- To control the finances in Rome of the Anglican Centre within a budget approved by the Governors and as directed by them;
- To engage in fundraising for the Anglican Centre personally and in consultation with the Friends of the Anglican Centre organisations where these exist;
- To manage the other staff of the Anglican Centre, based in Rome, currently being the Deputy Director, Centre Manager, part time Assistant to the Centre Manager, part time cleaner/housekeeper/cook.

Ministerial

The Director's role in witness and ministry is:

- To provide a welcoming and ecumenically open place of prayer, worship and hospitality for Anglicans and others who are visiting or residing in Rome;
- To oversee the Centre's practical support and advice for pilgrims and travellers;
- To provide, or arrange for the provision of support to visitors and Anglican ordinands who are studying in Rome;
- To offer the Centre as a quiet place of spiritual and intellectual renewal for sabbaticals, meetings and study;
- In co-operation with All Saints (C of E) and St Paul's (TEC) (the two Anglican communities in Rome) to provide a living and integrated witness for Anglicanism in the heart of Rome;
- To raise the profile of the Centre in the entire Anglican Communion by travelling, preaching, lecturing and promoting the work of the Centre for fund-raising purposes on a basis agreed with the Governors;
- To take an interest in and encourage Anglican-Roman Catholic relations throughout the Communion, carrying out occasional visits within the limitations of budgetary constraints.

It is a condition of the Director's employment that he must at all times hold relevant permission to exercise his Holy Orders, given by the local Anglican ordinaries: the Church of England Bishop in Europe and/or the Bishop-in-charge of the Convocation of the Episcopal Church in Europe for the exercise of ministry. In particular, the Director shall at all times observe the requirements of safeguarding policies of the Anglican Centre in Rome and those issued from time to time by the House of Bishops of the Church of England.

Educational

The post-holder will provide strategic and operational oversight for the educational programme of the Centre, ensuring that courses offered are appropriate and accessible across the Anglican Communion with a focus on enabling Global South participation.

- To interpret the Anglican Communion to the Roman Catholic Church and the Roman Catholic Church to the Anglican Communion. This will involve research and analysis and liaison with relevant contacts and specialists;
- To inform and promote Anglican-Roman Catholic relations, by providing current information on (a) Anglican-Roman Catholic relations internationally and locally for the Anglican Communion and (b) activities within the Anglican Centre;
- To initiate, organise and operate profitably seminars and other educational opportunities in Rome for Bishops and other leaders within the Anglican Communion. The training of leaders will be informed by the continuing Ambassadorial work of the Director keeping up to date with developments within the curia and more widely within the Roman Catholic Church;
- To provide a wide range of courses for clergy, ordinands and other laity of the Anglican Communion with the objective of informing the participants about the history, spirituality, worship, art and theology of Western Christianity from its earliest days. This again will be informed by the work of ARCIC, IARCCUM and other bodies with whom the Director will have engagement; many of these courses will have a specific link with this ecclesiological and ecumenical focus;
- To provide opportunities for Anglicans to be nourished by the artistic and spiritual heritage of 2,000 years of Western Christianity.

Library

The Anglican Centre library, the largest library on Anglicanism on the European Mainland (15,000 volumes), is widely representative of Anglican theology and is available at appropriate times for academics, students and other interested in Anglicanism.

The Director is responsible for reviewing the operation and development of the library including the potential for its contents to become more widely available on line. The Director will bring proposals to the Governors in relation to the library.

Communication

The Director will oversee systematic reporting to the Anglican Communion and beyond, through regular and social media and in particular through the publication at least twice a year of ACR Centro, the journal of the Anglican Centre, whose editor is currently the Deputy Director. The Director is responsible for the oversight rather than day to day management of the Centre web site and other social media including Facebook and Twitter.

Other relationships

The Director is required to maintain and develop a significant number of other relationships and in particular:

- To liaise constructively with all the various staff at Lambeth Palace and at the Anglican Communion Office responsible for any matters relating to the Vatican and to the Anglican Centre;
- To liaise with PCPCU, the British and other Ambassadors to the Holy See and Apostolic Nuncios in the UK and elsewhere;
- To liaise with the primates, leaders and ecumenical representatives of the Anglican Communion;

- To liaise with specialists in Anglican-Roman Catholic relations;
- To liaise with and encourage the Friends of the Anglican Centre in Rome in the various countries where groups of Friends are active (currently the UK, the USA, Canada, Australia and New Zealand).

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PERSON SPECIFICATION

A person of experience and stature who will be a bishop of the Anglican Communion.

A diplomat with good oral and written communication skills, sound political judgement, and evident cultural sympathy, willing and able to represent the breadth of the Anglican Communion. The Director holder would need to relate proactively with a wide range of people, including Cardinals, Vatican officials, Anglican Communion and Lambeth Palace staff, Primates, visiting bishops, clergy and laity.

A strategic leader and manager who will naturally inspire and motivate and gain the confidence of others both within and outside the Centre.

Previous experience in developing, overseeing and delivering educational programmes.

In-depth knowledge of the Anglican Communion and good knowledge of the Roman Catholic Church, including the ability to understand and communicate to others the essence of the theological and missiological discussion between the Anglican Communion and the Roman Catholic Church.

A track record of engaging ecumenically in previous roles.

An aptitude for collecting, organising and analysing information from a wide range of sources, and distilling them into an appropriate and succinct form for briefing purposes

An aptitude for developing constructive relationships with organisations and individuals and for working in partnership with others

Good linguistic ability: knowledge of Italian is preferable and a willingness and ability to learn Italian is essential.

Cultural sensitivity to operate within Rome, and with understanding of the different cultural expectations and experience of visitors to the Centre.

A person of prayer who will sustain the liturgical and spiritual life of the Centre.

Willingness to work collaboratively and to facilitate activities ranging from visits to Rome by the Archbishop of Canterbury and other Primates and bishops of the Anglican Communion, as well as to welcome seminarians, parish visits and those of individual clergy and laity. A willingness to undertake mundane tasks when necessary.

The highest standards of personal and professional behaviour towards colleagues and others.

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TERMS AND CONDITIONS

- 1 **Job Title**
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- 2 **Job Description**
As above
- 3 **Accountability**
The post-holder is responsible to the Governors of the Anglican Centre in Rome through their Chair and to the Archbishop of Canterbury. An annual review will be carried out jointly by the Archbishop's representative on the governing body and the Chair of the Governors.
- 4 **Employment**
The post-holder is employed by the Anglican Centre in Rome, a UK company limited by guarantee which is also registered as a charity.
- 5 **Salary**
The salary, which is payable monthly in arrears, is paid at the same rate as a Suffragan Bishop in the Church of England, which with effect from 1 April 2018 is £36,210 per annum for full time service.
- 6 **Accommodation**
Free furnished accommodation is provided at the Centre. The accommodation is a private area, which includes two bedrooms, within the Centre. The accommodation is suitable for a single person or for a married couple, but is not adequate for children. The Centre is responsible for rent, repairs, lighting, heating, power and telephone.
- 7 **Taxation**
The post-holder will be responsible for any liability to personal taxation whether in Italy or elsewhere.
- 8 **Pension**
Pension arrangements will be available. The details will depend upon the nationality of the person appointed.
- 9 **Passages**
The cost of travel to Rome from the country of origin for the post-holder (and their spouse) will be met, on taking up the appointment, and also the cost of returning to the country of origin at the end of the period of service. During the period of this contract, the Anglican Centre will also pay for one return journey each year from Rome to the country of origin for the post-holder (and their spouse) for home leave
- 10 **Moving expenses**
The cost of freight for the post-holder's baggage and any household items, on taking up his appointment in Rome, will be met up to a maximum of £2,000. A similar sum will also be payable at the end of the contract for the return of personal possessions from Italy to the country of origin on finally leaving the service of the Anglican Centre. The Centre is fully furnished and this allowance is intended for personal items only.

- 11 **Leave**
The post-holder is entitled to 6 weeks leave per annum, i.e. 30 working days and all local public holidays. A further five days may be taken as a spiritual retreat.
- 12 **Healthcare**
Private healthcare cover is provided for the Director and their spouse.
- 13 **Sickness**
In the event of inability to work owing to sickness, as certified by a registered medical practitioner or hospital, the post-holder will be entitled to be paid in full for up to 3 months, less any benefit payable by any Government Social Security Scheme, followed by up to a further 3 months on half pay.
- 14 **Term**
It is hoped that the post-holder will remain in post for a period of **five** years, but this may be altered with the agreement of the post-holder and the Governors
- 15 **Notice**
The contract may be terminated by three months' notice in writing on either side.
- 16 **Grievances and Disciplinary**
In the event of any grievance arising during the course of the post-holder's employment, the Director should initially take the matter up with the Chair or the Archbishop's representative on the Governors, but if the matter cannot be resolved the Director shall have a right of appeal to the Governors. The decision of the Governors shall be final.
- Any issue of an employment or disciplinary nature is to be dealt with in accordance with the employment and disciplinary policies of the Anglican Centre in Rome as applicable from time to time.
- 17 **Law**
This employment shall be governed by English law.

BACKGROUND INFORMATION

The Anglican Centre in Rome is a United Kingdom company limited by guarantee (Company No 2604444) and registered as a charity (Charity No 1003666).

The Governors of the Anglican Centre are:

The Rt Revd Michael Burrows Bishop of Cashel Ferns and Ossory	Chair
The Very Revd Kurt Dunkle Dean and President, The General Theological Seminary of the Episcopal Church	Nominated by the Presiding Bishop of The Episcopal Church
The Most Revd Philip Freier Archbishop of Melbourne	Anglican Co-Chair of ARCIC
The Rt Revd David Hamid Suffragan Bishop in Europe	Anglican Co-chair of IARCCUM
The Most Revd Josiah Idowu-Fearon Secretary General of the Anglican Communion	Nominated by the Anglican Consultative Council
Revd Dr Isabelle Hamley Chaplain to the Archbishop of Canterbury	A nominee of the Archbishop of Canterbury
The Most Revd Dr Paul Kwong Archbishop of Hong Kong	Co-opted
The Revd Martin Macdonald Retired Partner PricewaterhouseCoopers	Treasurer
The Rt Revd Catherine Waynick 10 th Bishop of Indianapolis	Nominated by the Presiding Bishop of The Episcopal Church

The current staffing arrangements are:

Staff based in Rome

The Director (full time)
The Deputy Director (full time)
The Centre Manager (full time)
The Assistant to the Centre Manager (22 hours per week)
Part time cleaner/housekeeper/cook (20 hours per week)

Staff based in the UK

Development Officer UK (20 hours per week)
Membership Services Officer (15 hours per week)

Application process

Applications are invited from bishops of a Province of the Anglican Communion.

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 of the candidate's church to accompany the application is desirable but not essential.

The application process is being hosted by the Anglican Communion Office. Applications should be sent to: applications@anglicancommunion.org. Applications and enquiries will be treated in strict confidence.

Closing date: Closing date for receipt of applications is 15 March.

Interviews: Interviews are planned in Rome on 8 May. Short listed candidates will be able to claim reimbursement for travel to Rome to attend for interview.