

Associate Director Job Description



The work of Church Society

Church Society is a registered charity and limited company. We exist to strengthen local churches in biblical faith and to help shape the Church of England now and for the future.

The main areas of our work are resourcing, campaigning, parish support (including patronage), and administration of trusts. See www.churchsociety.org for more details.

Purpose of the post

We are seeking someone to assist in organising some of the core ministries of the Society, in networking, communications, and parish support. Our Council sets policy, and implementation is largely the responsibility of the Director, Revd Dr Lee Gatiss, with another Associate Director, Dr Ros Clarke, responsible for certain areas. The second Associate Director will be responsible to the Director, and work closely with the other staff and committees of the Society.

Specific Tasks

The post-holder will need enthusiasm, initiative, and a clear aptitude for the various aspects of the work. Whilst experience is desirable, training can be given when necessary.

Political

1. Report on General Synod and other key meetings and events through our online and print publications, and speak in the Christian and secular media (Press, TV, radio) with a theologically thoughtful conservative evangelical voice on the issues of the day.
2. Help to formulate Church Society policy on those issues and others of vital interest to our membership and constituency.
3. Contribute to and help develop or commission appropriate resources from others, on political issues in the Church of England, to inform and equip our membership and make a contribution to public debate. This would involve reading official reports and publications and writing or commissioning specific responses and assessments from a Church Society viewpoint.
4. Contribute to the Church's debates on ordination and consecration (especially of complementarian candidates) and training of both clergy and laity.
5. Model graciousness and doctrinal clarity in public discourse on behalf of our members.

Network

6. Maintain good proactive email, online, phone, and face-to-face communication with ordinands, curates, and incumbents, as well as churches, our local groups, and individuals

in our network and membership so that we know and can track issues we are facing on the ground and formulate appropriate responses. This will involve visiting churches and preaching or speaking engagements, including training environments such as theological colleges and ministry training courses.

7. Develop better links with the laity in Church Society Trust churches not just the current minister, to aid better succession planning. Be a part of Church Society Trust meetings (our patronage board).

8. Support, promote, and advance the evangelical cause in small, rural, and evangelistically-challenging churches. This would involve working alongside others engaged in these areas and developing strategies and programmes to strengthen their work. This will involve getting to know them, speaking on these issues, and helping produce training resources along these lines, and perhaps a regular conference.

General

9. Promote the work of Church Society in all these contexts, including encouraging memberships and donations, and a certain amount of fundraising.

10. It may be desirable for the Associate Director to have some knowledge of Church of England schools, and be able to convene a group to support and develop work in these environments.

11. Work under the Director and in close collaboration with the other Associate Director (whose area is particularly online with the website and podcast as well as *Crossway* magazine and our Priscilla Programme).

Person specification

The applicant must be efficient and organised, have the ability to take responsibility and initiative to get things done, and first-hand experience of the Church of England.

Because of the nature of the organisation and this role, it is a genuine occupational requirement that applicants have a deep understanding of and sympathy with, Anglican evangelical Christianity. The role is open to a man or a woman, ordained or lay, whose doctrine and lifestyle are in accordance with official Church of England teaching and our Articles of Association.

Several aspects of this job mean it would be useful for the post holder to have credibility with incumbents (e.g. have some experience as one, or experience in a senior lay role).

Terms and Conditions

This is a new position, and we are open to discussion about the precise terms and conditions, within certain parameters. We currently envisage this as being a full time or near full time post, with a potentially renewable initial contract of 3 years, and with a month's notice on either side applying after six months' satisfactory service.

Appropriate remuneration, holidays, pension, and housing / housing allowance are negotiable as required, up to normal clergy stipend equivalent as necessary. It is possible that a House for Duty post may be appropriate alongside this role, for example, for clergy applicants (though we are not offering or guaranteeing such).

It will be possible to do much of the work from home, though trips to the Society's offices or elsewhere will be necessary on a regular basis, with normal travel expenses paid.

Applications

Applicants should provide a CV together with an indication of your suitability for the specific work of the post.

Please also supply details of two referees, one of whom knows you personally and one able to testify regarding your ability to meet the requirements of the post.

Applications or enquiries should be marked Private and Confidential and sent to:

The Revd Dr Lee Gatiss
Ground Floor, Centre Block
Hille Business Estate
132 St Albans Road
Watford WD24 4AE or by email to: director@churchsociety.org

Closing date for applications : **Friday 31st August 2018.**

Start date is negotiable, but we are looking to fill the role as soon as possible.
Church Society reserves the right not to make any appointment.