



**Churches  
in Ireland**  
Connecting  
in Christ

**Irish Council  
of Churches**

## **JOB DESCRIPTION**

<b>Job Title</b>	General Secretary, Irish Council of Churches
<b>Location</b>	Inter Church Centre, Suite 1, Belfast Cathedral Centre, Donegall Street, Belfast, with responsibilities throughout Ireland
<b>Salary Scale</b>	£41,834 - £46,918
<b>Responsible to</b>	Joint Management Committee of the Irish Council of Churches and the Irish Inter-Church Meeting
<b>Line Manager</b>	President of the Irish Council of Churches
<b>Application Deadline</b>	Friday 17th January at 12:00 noon

## **BACKGROUND**

The Irish Council of Churches and the Irish Inter-Church Meeting work together under the title: Churches in Ireland - Connecting in Christ. They seek to develop opportunities for Ireland's churches to work together, to provide a Christian voice in society, and so witness to their common belief in Jesus Christ.

The Irish Council of Churches (ICC) currently has fourteen member churches. It is one of the longest serving established national ecumenical bodies in the world and has a proud track record of addressing issues of justice, peace and integration as well as facilitating collaboration on key contemporary priorities.

The Irish Inter-Church Meeting (IICM) is the way in which the ICC churches and the Roman Catholic Church collaborate ecumenically (see [www.irishchurches.org/about](http://www.irishchurches.org/about) for more details on these structures).

## **MAIN DUTIES**

The General Secretary is the senior executive officer of the ICC and also holds the position of joint secretary of the IICM. The main duties will include, but may not be confined to:

### **A. Development of Inter-Church Relationships**

- Providing analytical and strategic analysis and direction to inter-church relations and ecumenism in Ireland
- Overseeing and co-ordinating the work of externally funded projects
- Maintaining close relationships with member churches and with relevant inter-church bodies
- Furthering ecumenism nationally and locally by implementing an agreed vision and strategy for enhancing Irish ecumenism
- Developing relationships and co-ordinating dialogues with government and relevant civil society partners

**Irish Council of Churches  
Irish Inter-Church Meeting**

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- Assisting in the co-ordination, development and dissemination of shared policies and position papers
- Representing the churches and co-ordinating inter-church representation as requested by the leadership
- Ensuring effective communication with member churches and others through various media

**B. Secretarial Role**

- Serving as secretary to the ICC and IICM and ensuring that agreed decisions are carried out
- Servicing, with other staff members, all associated committees, liaison and working groups meeting under the ICC/IICM

**C. Staff Management**

- Line-managing other staff, including those who may be based outside the office

**D. Budgetary Control**

- Ensuring overall financial stability, streamlining costs as appropriate and seeking to maintain and increase support
- Overseeing budgetary control and reporting assisted by other staff