



**Churches
in Ireland**
Connecting
in Christ

**Irish Council
of Churches**

JOB DESCRIPTION

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

CRITERIA

1. Qualifications and Knowledge

Essential

- A third level qualification or 5 years appropriate relevant experience
- Good knowledge of how churches relate in a national setting
- An understanding of contemporary theological issues

Desirable

- An awareness of the challenges facing church and society
- A theological qualification
- A good understanding of the churches' working throughout Ireland

2. Experience

Essential

- Experience of line managing staff or volunteers
- Strong administrative skills
- Experience of strategic planning
- Experience of servicing committees

Desirable

- Experience in financial planning and management
- Experience of reporting internally and externally

3. Special Aptitudes

Essential

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

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- Strong commitment to develop inter-church relations and ecumenism in Ireland
- Self-motivation, with demonstrable leadership and management skills
- Good interpersonal skills
- Good communications skills – both written and oral
- Proven ability to effectively network with a wide range of people of different traditions and backgrounds
- Proven commitment to inter-church engagement on issues of peace, reconciliation or community relations
- Evidence of reliability and integrity, alongside enthusiasm and openness to new ideas

4. Physical Requirement

Essential

- Health – such as to allow for attendance, reliability and work proficiency (reasonable adjustments will be made for those with a disability)

5. Special Requirements

Essential

- Evidence of personal Christian faith in practice and expression, normally demonstrated by active membership of a Christian congregation (The essential nature of this post requires that the successful candidate be a Christian as provided for under excepted occupations in the Fair Employment Treatment (NI) Order 1998)
- A willingness to work with, and seek to build and maintain, the confidence of different Christian traditions
- Able to travel throughout Ireland as required
- To be prepared to be flexible with regard to working arrangements
- To be prepared to travel and work irregular hours as necessitated by the job

TERMS OF APPOINTMENT

Any job offer is subject to a contract of employment, and satisfactory references.

All positions are subject to an initial probationary period, and will be for an initial six month period. Continuation to a permanent position will be dependent on a satisfactory review at that point.

The position is currently based at the Inter-Church Centre, 48 Elmwood Avenue, Belfast.

A pension scheme is available for staff.

Annual leave is 25 working days plus statutory days