Application Form

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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 |

**PLEASE DO NOT SUBMIT A CV**

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **Title** |  | | |
| **Forename(s)** |  | | |
| **Address** |  | | |
| **Postcode** |  | | |
| **E-mail** |  | | |
| **Tel. No.** |  | | |
| **Mobile** |  | **Business (if appropriate)** |  |
| **Current Salary** |  | | |
| **Where did you hear about this post?** |  | | |

Employment Record

Please record your last five jobs. Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked “Confidential ER”

| **Dates** | | **Employers Name, Location**  **and Type of Business** | **Duties, Status and Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |

Educational Background

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| **Exam** | **Date** | **Subject taken** | **Grade** |
| **GCSEs**  **NVQs or equivalent** |  |  |  |
| **A Levels or equivalent** |  |  |  |
| **Degree or equivalent** |  |  |  |

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| **Any additional qualifications gained (eg professional, vocational or training programmes attended)** |
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Details of Registration with a Regulatory Body

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| --- | --- | --- |
| **Regulatory Body** | **Reg. Number** | **Date Registered** |
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Additional Information

| **Please indicate any other information in addition to the Applicant’s Specification, which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description. If necessary, attach additional sheets.** |
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References

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

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| **Name and Position of Referee** | **Capacity in which known to Referee** | **Address, E-mail  and Telephone Number** |
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If you have any criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974, please give details in a separate, sealed envelope, marked “confidential”.

Do you have a driving license? **Yes/No**

Are you a British subject or national of any EU country? **Yes/No**

Do you need a work permit to work in the UK? **Yes/No**

Please provide information about how you meet these criteria with examples where appropriate under the following headings.

Essential Criteria

Qualifications and Knowledge

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| **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 Criteria

Qualifications and Knowledge

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| **An awareness of the challenges facing churches and society** |
| **A theological qualification** | |
| **A good understanding of the churches’ working throughout Ireland** | |

ESSENTIAL Criteria

Experience

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

Desirable Criteria

Experience

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| **Experience in financial planning and management** |
| **Experience of reporting internally and externally** |

ESSENTIAL Criteria

Special Aptitudes

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| **Strong commitment to develop inter-church relations and ecumenism in Ireland (give examples)** |
| **Self-motivation, with demonstrable leadership and management skills (give examples)** |
| **Good interpersonal skills (give examples)** |
| **Good communications skills – both written and oral (give examples)** |
| **Proven ability to effectively network with a wide range of people of different traditions and backgrounds (give examples)** |
| **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** |

Physical Requirement

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

Special Requirements

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| **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** |

Declaration

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information in which I consider relevant to the application. I understand that if I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant: ………………………………… Date: ……………………………..

*Please return to*

*president@irishchurches.org*

***by 12:00 noon on Friday 17 thJanuary 2025***

*Signed PDFs by email are acceptable.*