

# CHURCHES TOGETHER IN BRITAIN AND IRELAND

## JOB DESCRIPTION

### **Job Title: Director of World Church Programmes**

In the recent past CTBI has undergone a series of far-reaching changes in structure and organisational culture and has emerged with a clearer focus on serving and resourcing its member Churches and organisations. It aims to facilitate new and innovative ways of working that can provide:

- an integrated approach to networking, arising from the knowledge, experience, needs and possibilities of the member churches
- innovative ways to build fellowship between the Churches
- a consistent emphasis on delivering imaginative resources and programmes within the range of themes addressed by CTBI.
- a sound financial and strategic basis rooted in dynamic partnerships
- Networking with active partners engaged in promoting and delivering the work of CTBI at regional, national and trans-national levels
- imaginative web based working

The CTBI core team is based within a new administrative hub in central London, but with the requirement to travel and with senior staff working within a virtual organisation and normally working from home.

### Introduction

In working to achieve our aims we endeavor to equip relationship building in order that partners speak with a better understanding of those who are listening. Our work seeks to ensure that member Churches and other partners engage and “hear” one another in various and varying settings.

The Director’s focus on China will provide a lens with which to view wider changes in the global church, and build on more than thirty years of expertise and relationships established by the CTBI China Desk.

The Director’s focus on the Middle East will provide a lens with which to view the ongoing issues across the Middle East with particular reference to Israel/Palestine.

### **Core responsibilities.**

1. To ensure that the World Church Director serves the Churches and the ecumenical instruments effectively by
  - a. providing a theological resource, policy support, advice and specialist networking with particular reference to China and the Middle East
  - b. serving as a catalyst for new initiatives – scoping and enabling new initiatives to come to fruition
  - c. ensuring China Forum decisions are properly implemented
2. To direct the work of the World Church programmes and the China Forum, and have responsibility for the development and achievement of the strategic objectives of the China and Middle East work within the overall priorities of CTBI.
3. Acting as the focal person in maintaining and developing the relationship of partners and other relevant bodies and individuals.
4. To participate in the leadership team of CTBI, bringing an appropriate emphasis and perspective on the World Church work to the common themes.
5. To ensure both high-level and grassroots representation of the China and Middle East work through networking, advocacy and consultancy within the wider aims of CTBI.

### **The Director of the World Church Programmes will:**

1. Relate to appropriate CTBI Networks
2. Act as Focal Person to the China Forum
3. Act as a focal point for Middle East issues
4. Act as the focal point in engagement with Christian Aid and other development agencies.
5. Develop and maintain strong links with Churches Mission Agencies along with engagement through CCA (Christian Conference of Asia), MECC, CEC and WCC
6. Report regularly to the Churches Mission Network concerning agreed goals and targets for developing all aspects of the World Church programme
7. Coordinate work of lead agencies on World Church projects (priority given to China and Middle East) and with other CTBI colleagues (especially the General Secretary, Director of Programmes and Networking Officer)
8. Integrate World Church issues into the work programme of CTBI and to identify areas where issues from the World Church challenge, enrich and resource the ecumenical work across the Four Nations. Oversee the developing work on “volunteering” across the World Church Programmes

#### Outputs for the next 2-3 years

1. Facilitate and accompany exchange visits to China
2. Resource the work of senior Church leaders in their engagement with the Chinese Churches.
3. Build up links with the Chinese Churches in Britain and Ireland
4. On-going research to meet the needs of the China Forum
5. Facilitate the Churches engagement with MECC, especially Israel/Palestine especially through visits, exchanges and the work of EAPPI
6. To follow up the outcomes of the CTBI Trustee visit to Israel/Palestine
7. Develop the "Learning Through Exchange" programme
8. Explore new ecumenical networking opportunities with Christian Aid, Mission Agencies and other networks
9. Develop good relations with the new generation of Chinese Christian leaders, both Catholic and Protestant, at a national and grassroots level.
10. Identify specific China projects relating to particular groups e.g. migrant workers, women, youth, PLWHA, Cultural Christians, voluntary exchange programmes
11. Develop theological reflection groups around world church issues in partnership with Christian Aid, migration, and new ecclesiological patterns and relationships
12. Ongoing participation in the FCO-led China-UK Human Rights Dialogues, and facilitation of FCO and DFID relations with Chinese and Middle Eastern Christian NGOs and partners

#### Person specification

*The successful applicant should be a member of one of the CTBI member churches and be in good standing with that church. In addition the applicant must be able to demonstrate the following ability*

- to build and maintain relationships
- to see the synergies to work across the networks (formal and informal)
- to translate the China context in ways that the British and Irish churches can understand and engage with
- to know what the questions are (ie able to read the context and ask the underlying questions)
- to offer an Interpretative element (what is really going on in a particular context)
- to engage with elemental questions (for the Churches in different contexts)
- to engage effectively with the various networks and organisations across Britain and Ireland and able to relate to the wider world context

*Essential:*

1. Up-to-date knowledge and awareness of the overall Chinese context, including a well-informed perspective on the Christian scene in China
2. Up-to-date knowledge and awareness of the overall Middle East context, including a well-informed perspective on the Christian scene in Israel/Palestine
3. Significant personal familiarity with individuals, churches, development agencies and other relevant organisations both within Britain and Ireland and in China
4. A desire to support and encourage Churches in Britain and Ireland to both maintain on-going work and to develop new initiatives for supporting the China work
5. A desire to support and encourage Churches in Britain and Ireland to both maintain on-going work and to develop new initiatives for supporting the Middle East work
6. An ability to negotiate and work effectively with organisations at different levels, including local groups and national institutions.
7. Good interpersonal skills including networking skills in a variety of settings and the ability to work cooperatively and effectively with others as a member of a team.
8. Ability to plan, monitor and evaluate activities to achieve objectives, to deal with conflicting priorities and ensure deadlines and objectives are met effectively.
9. Excellent oral presentation and written communication skills
10. Good personal administrative and organisational skills, including project management
11. Christian commitment and a sympathy for the remit of CTBI/CMN in ecumenical China and Middle East work.
12. Willingness to work flexibly and ability to undertake overseas travel

*Desirable:*

1. Experience of fundraising
2. Evidence of publication work
3. Experience of web-based communications
4. Good spoken Mandarin and written Chinese (if possible)

**Line management**

The Director of World Church Programmes is responsible to the General Secretary of CTBI.

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of Schedule 9 of the Equality Act 2010 as the post holder will be required to: reflect theologically; work closely with partner Churches; lead Bible studies and prayers and preach in churches. Staff are expected to be in good standing with their Church, which should ideally be a member Church of CTBI.

### **Salary and conditions.**

The salary for this post is £45,000 per annum

This post is full time i.e. 35 hours a week

The Director of the World Church Director will normally work from home

### **Administrative support**

CTBI expects its Executive staff to work in ways which minimise the amount of clerical support required (i.e. through word processing and email and web working)

### **Probation**

The first six months of employment is probationary. During this period CTBI takes the concept of probation seriously, and employees should be aware that at the end of this period they will be carefully assessed, with three possible outcomes: that their employment will be confirmed, their probation extended or that their employment will be discontinued. On its part, CTBI accepts responsibility for providing proper induction and appropriate training.

The Executive staff are expected to undertake any other duties and responsibilities that are defined by the General Secretary within the scope of this post.

Staff are expected to agree to abide by any employment policies and procedures issued by CTBI from time to time.

This job description is not prescriptive and merely outlines the core responsibilities of the post, the job description may change but and changes will be made in consultation with the post holder.