



**Churches  
in Ireland**  
Connecting  
in Christ

**Irish Council  
of Churches**

## **PERSON SPECIFICATION**

<b>Job Title</b>	Good Relations Officer, Irish Council of Churches
<b>Location</b>	Inter Church Centre, suite 1, St Anne's Cathedral, Talbot St, BT1 2HB, Belfast with responsibilities throughout Ireland
<b>Salary Scale</b>	£30,429 p.a. for 37.5 hrs per week
<b>Line Manager</b>	General Secretary, Irish Council of Churches

## **CRITERIA**

### **1. QUALIFICATIONS AND KNOWLEDGE**

#### **Essential**

- A third level qualification or 3 years appropriate relevant experience
- Good knowledge of how churches relate in a national setting
- An understanding of contemporary theological issues

#### **Desirable**

- Social and political awareness.
- A theological qualification

### **2. EXPERIENCE**

#### **Essential**

- Experience of strategic planning
- Experience of facilitating meetings and working groups.
- Experience of networking with a wide range of people of different traditions and backgrounds.
- Experience of successful completion of funding applications and management of project funds.

#### **Desirable**

- Experience in financial planning and management

### **3. SPECIAL APTITUDES**

#### **Essential**

- Strong commitment to develop inter-church relations and ecumenism in Ireland
- Good interpersonal skills
- Self-motivation, with excellent organisational skills
- Good communications skills – both written and oral

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

48 Elmwood Avenue  
Belfast BT9 6AZ  
T : +44 (0) 28 9066 3145  
E : [info@churchesinireland.com](mailto:info@churchesinireland.com)  
[www.churchesinireland.com](http://www.churchesinireland.com)

- Proven commitment to inter-church engagement on issues of peace, reconciliation or community relations

#### **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 strong commitment to peace building and community development
- A willingness to work with, and seek to build and maintain, the confidence of different Christian traditions
- To have access to a car for work purposes
- 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 fixed term three year contract (inclusive of the six month probation period) will be dependent on a satisfactory review at that point.

The position is currently based at the Inter-Church Centre, suite 1 St Anne's Cathedral, Belfast with travel necessary throughout Ireland.

A pension scheme is available for staff.

Annual leave is 25 working days, plus public holidays and any discretionary days allowed.