



**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, 48 Elmwood Avenue, Belfast with responsibilities throughout Ireland
<b>Salary Scale</b>	£36,752 - £45,914
<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>Interview Date</b>	Monday 9th May

## 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
- A good understanding of the churches' working throughout Ireland

#### **Desirable**

- Social and political awareness.
- A theological qualification
- 5 years appropriate relevant experience

### 2. Experience

#### **Essential**

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

Irish Council of Churches  
Irish Inter-Church Meeting

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- Experience of networking with political and/or civil society

#### **Desirable**

- Experience in financial planning and management

### 3. Special Aptitudes

#### **Essential**

- 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 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 public holidays and any discretionary days allowed.