



Job Description

Job Title	Deputy General Secretary (Discipleship)
Area/Department	General Secretariat/Discipleship
Reporting to	The General Secretary
Direct Reports	CRCW Development Worker, Head of Children's and Youth Work, Safeguarding Adviser, Secretary for Education & Learning, Secretary for Ministries and a Personal Assistant
Location	Church House, 86 Tavistock Place, London, WC1H 9RT
Travel	Occasional travel in UK and overseas
Working Hours	35/40 hours per week
Salary Band	Band 7 or Ministers Stipend

Job Summary: Manage and lead the Discipleship Department and integrate its work into the overall work of Church House, ensuring its priorities and ethos reflect the theology and principles of the wider Church and hence further God's purposes. As a full member of the General Secretariat, share in the exercise of theologically-informed Christian leadership of Church House, ensuring the implementation of decisions of General Assembly or Mission Council and the effective running of the whole staff team.

Background: The General Secretariat was established to give delegated Christian leadership on behalf of the whole Church in establishing the Christian ethos throughout, and managing the work of, Church House. This Christian framework and ethos will be derived from the theology of the Church while also providing and developing effective and efficient ways of working.

The General Secretary and the three Deputy General Secretaries are the members of the General Secretariat; they work closely together as Christian leaders holding the confidence of the Church in order to ensure that the theology and ethos of the URC imbues all the work undertaken by the various departments in Church House.

The particular work undertaken at Church House by each of the various Departments facilitates the life and mission of the URC and Church House itself is an integral part of the structure of the denomination. On occasion the members of the General Secretariat will also have a representative function on behalf of the Church to secular bodies.

Principal responsibilities and duties

A. Department Management

1. Exercise leadership in explaining and demonstrating how theological principles shape the use of human and other resources in the life of the Church.
2. Develop and co-ordinate in accordance with the Christian ethos and theology of the URC the work of the Department, seeking ways to ensure high standards and cost effective delivery within agreed budgets.
3. Foster effective working relationships with the standing and other Committees, as appropriate, that relate to the Department's work and seek ways to optimise the impact of and staff relationships with the committees.
4. Integrate staff and team outputs, priorities and vision with agreed General Assembly/Mission Council priorities and objectives and create an ethos consistent with URC principles.
5. Manage the senior staff members in the Department, encourage appropriate teamwork and ensure they are effective in their role and in their line management responsibilities.
6. As line manager:
 - Provide overall departmental representation within the Secretariat.
 - Offer accessibility and presence for staff when needed.
 - Share the 'big picture'/strategic issues and make connections between groups, providing staff with regular updates.
 - Manage staff performance by:
 - i. Ensuring that staff are equipped to carry out the roles which they currently occupy, and where necessary identify suitable training to ensure that their skills are up-to-date and relevant
 - ii. Delegating work in an appropriate and supportive manner;
 - iii. Providing decision-making support and, where appropriate, ensure decisions are taken in a timely manner;
 - iv. Providing regular performance feedback to staff and conducting annual appraisal of direct reports with input from Committee Conveners.
7. Overall budget holder for the Department.

B. Specialist role

Resource and encourage those concerned with helping the growth in faith and service (discipleship) among people of all ages:

1. Maintain an overview of the whole ministries of the Church and oversee the way in which they are developed and supported;
2. Keep up to date with developments in the understanding of discipleship in light of trends in contemporary society so that our discipleship initiatives remain contextual and relational;
3. Encourage the spiritual and organisational vitality of local churches through the management of the support materials available to synods, ministers and elders;
4. Advocate worship and theological reflection across the Church.
5. Service the Pastoral Reference and Welfare Committee;

6. Serve as the General Assembly Representative in respect of the Ministerial Disciplinary Process.

C. General Secretariat

1. Contribute fully to the Christian leadership expected of the General Secretariat both by sharing in its collective work and worship and by personal example.
2. Ensure the effective accomplishment of the three Church House roles of:
 - a. providing a Secretariat for the General Assembly and Mission Council and those who need representatively to embody the Church;
 - b. providing support service functions where a demonstrable demand or specific requirement is discerned;
 - c. maintaining good communication networks within the Church and between the Church and wider society.
3. Work with the Connective meeting of senior staff to develop theological reflection and strategic thinking and encourage collaboration.
4. Develop, maintain and evaluate good management of Church House ensuring it reflects and underpins our Christian ethos.
5. Ensure the implementation of decisions of General Assembly and Mission Council within their departmental remits.
6. Maintain a broad overview of the Christian mission of the Church House organisation and the interface with the wider URC.
7. Support the General Secretary in developing the General Secretariat team to manage and lead Church House to most effectively fulfil its roles as identified previously.
8. Participate in the meetings of General Assembly and Mission Council, share in the worship, theological reflection and decision-making of these Christian governance bodies.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the General Secretary.

1. An ex-officio member of all standing committees that give direction to the work of the Department, attending when appropriate.

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Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

1. Promote a culture of open and effective communication to enable constructive relationships with internal and external colleagues.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Promote, monitor and maintain best practice in health, safety and security.

4. Work collaboratively to develop a service culture which fosters continuous improvement.
5. Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.
6. Promote, monitor and maintain best practice in data protection principles and practice.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Job Title: Deputy General Secretary (Discipleship)

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Degree level or equivalent		Application form/Interview
Experience and	2. A wide spectrum of ministries 3. Communicating ideas and concepts to a wide range of people 4. Leadership and management	<ul style="list-style-type: none"> • Ecumenical working • leading a small organisation 	Application form/Interview
Knowledge	5. The United Reformed Church and its structures	<ul style="list-style-type: none"> • safeguarding 	Application form/Interview
Skills and Abilities	6. Proven organisational ability 7. Ability to work as a member of a senior management team 8. Creativity and imagination 9. Able to inspire others 10. Able to reflect on theology and context 11. Able to think strategically and formulate short and long- term plans 12. Able to develop a broad overview of the organisation 13. Able to train and motivate a team 14. Ability to make effective presentations to a variety of audiences 15. Able to represent the work of a department to others 16. MS Office suite, specifically Word, Excel, PowerPoint.	<ul style="list-style-type: none"> • negotiating and facilitation skills • managing budgets 	Application form/Interview
Other	17. Member of the United Reformed Church or member of a church which belongs to one or more of World Communion of Reformed Churches (WCRC), Disciples Ecumenical Consultative Council (DECC), the Council for World Mission (CWM)* 18. A practising Christian* 19. DBS		

*In accordance with the Equality Act 2010: Part 1, Schedule 9, there is an occupational requirement for the post holder to be a practising Christian.