



## Job Description

<b>Job Title</b>	<b>Deputy General Secretary (Mission)</b>
<b>Area/Department</b>	General Secretariat/Mission
<b>Reporting to</b>	General Secretary
<b>Direct Reports</b>	Secretaries for Church & Society, Ecumenical and Interfaith Relations, Global and Intercultural Ministries and Coordinator for Fresh Expressions. Oversight of National Rural Officer
<b>Location</b>	Church House, 86 Tavistock Place, London, WC1H 9RT
<b>Travel</b>	Occasional travel in UK
<b>Working Hours</b>	35 hours per week
<b>Salary Band</b>	Band 7

**Job Summary:** Manage and lead the Mission 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 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 has been established (following the review of Church House Management) 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 and they will 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.

The job descriptions are likely to develop and evolve with experience.

## Principal responsibilities and duties

### 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, vision and best practice 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.
  - ensure appropriate departmental attention to Health & Safety and Data Protection issues.
7. An ex-officio member of all standing committees that give direction to the work of the Department, attending when appropriate.
8. Overall budget holder for the Department.

### Specialist role

Provide inspiration for, focus on and raise the profile of mission across the United Reformed Church:

1. Undertake continuous evaluation of the place of mission and evangelism within the work of General Assembly.
2. Analyse requirements and develop resources to support a sustained focus on mission by the whole Church, engaging with contemporary culture and working alongside ecumenical partners.
3. Identify and develop good practice in mission initiatives enabling local churches and Synods in the development of their own mission work.
4. Develop strategies for and support the implementation of 'vision2020'.
5. Be a resource for synods and local churches in their understanding of and engagement with mission.
6. Identify and service appropriate networks which raise the profile of mission and enable synods and local churches in mission and evangelism.
7. Shape thinking by producing occasional papers for the United Reformed Church based on research and mission insights.
8. Develop existing ecumenical co-operation, and explore new partnerships with both para-church and secular organisations where appropriate.
9. Ensure the Mission Committee is fully serviced and in conjunction with the Convener shape the agenda, ensure the practical aspects are dealt with and assure the work of the Committee.

#### **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.

1. Mission Committee: *acts as Secretary to the Committee, reports back to the committee and attends meetings three times per year.*
2. Mission Council: *attends meetings twice per year and supports the Mission Committee convenor in reporting on issues and making policy.*
3. General Assembly: *meets bi-annually- the Deputy General Secretary (Mission) is a member of Assembly and attends and supports the Mission Committee convenor in reporting and making policy. The DGS also oversees all other Mission Team related activities at the General Assembly.*
4. Networks, such as Mission Enablers and Pioneers: *plans meetings with the conveners and attends, providing input as required and ensures note taking and follow up.*
5. Joint Public Issues Team – Strategy and Policy Group: *represents the URC on this group, attends meetings five times per year.*
6. Fresh Expressions Board: *represents the URC on this group and attends meetings four to five times per year.*

**Updated July 2018**

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## **Expected Standards**

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers.
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 (Mission)**

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ol style="list-style-type: none"> <li>1. Educated to degree standard or equivalent</li> <li>2. Proven theological competence</li> </ol>		Application form/Interview
Experience	<ol style="list-style-type: none"> <li>3. Leadership and management awareness and experience</li> <li>4. Complex mission programmes and projects</li> <li>5. Undertaking research, analysing and interpreting the results</li> <li>6. Communicating ideas and concepts to a wide range of people</li> </ol>	<ul style="list-style-type: none"> <li>• ecumenical working</li> <li>• leadership in a small organisation</li> </ul>	Application form/Interview
Knowledge	<ol style="list-style-type: none"> <li>7. The United Reformed Church and its structures</li> <li>8. Aspects of the church in Europe</li> <li>9. Aspects of the world church</li> </ol>	<ul style="list-style-type: none"> <li>• a range of methods of communication</li> <li>• relevant para-church and similar agencies</li> <li>• training resources</li> </ul>	Application form/Interview
Skills and Abilities	<ol style="list-style-type: none"> <li>10. A passion for mission</li> <li>11. Proven organisational ability</li> <li>12. Ability to work as a member of a senior management team</li> <li>13. Creativity and imagination</li> <li>14. Inspiring others</li> <li>15. Ability to 'read' the contemporary culture</li> <li>16. Reflect on theology and context</li> <li>17. Train and motivate a team</li> <li>18. Think strategically and formulate short and long term plans</li> <li>19. Able to develop a broad overview of the organisation</li> <li>20. Ability to make effective</li> </ol>	<ul style="list-style-type: none"> <li>• the ability to identify and advocate best practice in mission initiatives</li> <li>• good negotiating and facilitation skills</li> <li>• good budgeting skills</li> </ul>	Application form/Interview

	<p>presentations to a variety of audiences</p> <p>21. Able to represent the work of a department to others</p> <p>22. IT literacy in respect of Word, Excel, PowerPoint and Access</p>		
Other	<p>23. 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) or the Council for World Mission (CWM)*</p> <p>24. Enthusiasm and passion for working within the Christian ethos of the United Reformed Church</p>		

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