



Job Description

Job Title	General Secretary
Area/Department	General Assembly/General Secretariat
Reporting to	The General Assembly (via an agreed, specified, Moderator of General Assembly)
Direct Reports	Deputy General Secretary (Administration and Resources), Deputy General Secretary (Discipleship), Deputy General Secretary (Mission), PA to General Secretary and oversight of the Synod Moderators
Location	Church House, 86 Tavistock Place, London, WC1H 9RT
Travel	Occasional travel in UK and overseas
Working Hours	40 hours per week
Salary Band	Ministers Stipend
<p>Job Summary: To provide theological and pastoral leadership and operational oversight to the URC by:</p> <ul style="list-style-type: none"> • implementing the policies and decisions of General Assembly/Mission Council; • the management of Church House through the General Secretariat; • ensuring links with the wider Church and the fostering and maintenance of positive external relations. 	

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

Provide theological and pastoral leadership for the denomination and maintain its well-being and unity by:

1. Ensuring that the life and mission of the URC are undergirded by its theological understanding, as expressed in the Basis of Union.
2. Responding to opportunities to engage with local churches, Synods and others.
3. Fostering the unity and wellbeing of the Church.

Provide operational oversight and leadership to the URC by:

1. Providing oversight to the Synod Moderators;
2. Responding to Synod issues and opportunities as appropriate; being an ex-officio member of all Assembly standing committees and the URC Trust;
3. Ensuring the effective work and reporting of Faith & Order and Equalities Committees and Mission Council Advisory Groups.

Service both General Assembly and Mission Council by:

1. Assuring the work of the agenda setting body(ies);
2. Ensuring that all business is properly prepared for the Assembly and Council;
3. Ensuring that members are given information they need;
4. Ensuring that meeting facilities are adequate;
5. Ensuring that the records are properly kept;
6. Ensuring that the decisions of the Assembly are reported to the Church;
7. Ensuring the implementation of the decisions and policies agreed by General Assembly and by Mission Council;
8. Acting as required in relation to the Disciplinary Process and Incapacity Procedures.

Provide leadership to, and management of, the three Deputy General Secretaries who form the General Secretariat by:

1. Agreeing the objectives and priorities for each of the Deputy General Secretaries in the light of Assembly and Mission Council decisions
2. Ensuring the Church House work plans are coordinated and delivered
3. Fostering an organisational climate that releases and focuses the energy that comes from competent, motivated specialists
4. Monitoring and managing individual performance within the Secretariat agreeing appropriate personal development.

Oversee the coordination of the work of Church House by:

1. Ensuring the effective functioning of the General Secretariat team.
2. Ensuring effective two-way communications with Church House staff through team and Connective meetings and other mechanisms as required.
3. Enabling cross-department project and task groups to meet agreed objectives.
4. Preparing, and being the budget holder for, the General Secretariat budget.

5. Ensuring personal and staff compliance with all relevant legal requirements (e.g. Health and Safety, Safeguarding, Data Protection).

Foster, and maintain, links with the wider Church by:

1. Developing relationships with senior officers of other Churches and being alert to opportunities for closer ecumenical links or collaborative work.
2. Representing the United Reformed Church on a number of national and international ecumenical bodies.
3. Working closely with the Secretary for World Church Relations and the Secretary for Ecumenical Relations and Faith & Order on matters relating to sister Churches and the UK ecumenical instruments.

Ensure positive external relations by:

1. Speaking publicly on behalf of the Church, in consultation with the Moderators of General Assembly and with the Press & Media Manager, and with others as necessary.
2. Being prepared to act, as and when necessary, to maintain and protect the reputation and image of the URC, in conjunction with Communications.

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 a General Assembly Moderator.

1. [This section to be populated]

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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: General Secretary

Requirements	Essential	Desirable	Measurement
Education and qualifications	<ol style="list-style-type: none"> 1. Ordained to the Ministry of the United Reformed Church* with a proven work history in ministry 2. Degree level or equivalent 3. Theological qualification 	<ul style="list-style-type: none"> • evidence of keeping abreast with theological literature 	Application form, references and interview
Experience	<ol style="list-style-type: none"> 4. Change Management 5. Conflict resolution 6. Crisis management 7. Collaborative and ecumenical working within and beyond the Church 	<ul style="list-style-type: none"> • relations with and work with the media 	Application form and Interview
Knowledge	<ol style="list-style-type: none"> 8. A wide awareness of contemporary political and social issues with an ability to reflect on them theologically. 9. An appreciation of, and sensitivity to, the complex nature of the URC, recognising the theological diversity within the denomination 10. Awareness of how organisations function and develop 	<ul style="list-style-type: none"> • the wider Reformed and other Christian traditions 	Application form and Interview
Skills and Abilities	<ol style="list-style-type: none"> 11. Able to inspire confidence and demonstrate effective public speaking skills 12. Ability to think strategically and encourage others to do the same 13. Skilful manager of people 14. Sound leadership skills 15. Able to build, develop and play an active part in the staff community at Church House 16. Able to prioritise a demanding workload through effective time management and delegation 17. An understanding of and commitment to, a multicultural church (i.e. ability to relate across different cultures) 18. Effective pastoral and listening skills 19. Strong written and analytical skills 	<ul style="list-style-type: none"> • able to interact comfortably in a wide variety of contexts • able to make time for personal study and to relax 	Application form, references and interview

Other	20. Demonstrates deep Christian faith 21. Hospitable 22. Patient 23. Resilient 24. Possess a good sense of humour		Interview and references
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*In accordance with the Equality Act 2010: Part 1, Schedule 9, there is an occupational requirement for the post holder to be an ordained Minister of the United Reformed Church.