**European Methodist Council (EMC)**

**Job Description**

**Post: European Methodist Council Support Officer**

This post is a 50% (0.50fte) which can be held alongside another post

**Location:** To be confirmed dependent on appointment but linked with a member Church Office

### Purpose: To support the Council, the Executive and the Co-Chairs of the EMC to strengthen the identity, communication and presence of European Methodism.

**Responsible to:** EMC Executive (line managed by one of the co-chairs)

**Main Tasks:**

* 1. Working with the EMC executive putting the decisions of the Council (and its Executive) into effect
	2. Secretary of EMC and EMC executive – assisting in Agenda setting, minutes and production of paperwork relating to the work of the EMC and the Executive
	3. Coordinating EMC events and seminars as requested by the Council and Executive including co-ordination with hosting churches
	4. Supporting the Council in taking forward the Community Agreement
	5. Acting as the co-ordinating communication channel between the EMC representatives with the following European partners
		1. ECOM (European Commission on Mission)
		2. CEC (Council of European Churches)
		3. CPCE (Community of Protestant Churches in Europe)
		4. CCME (Churches Commission for Migrants in Europe)
	6. Engaging in communication and relationship building with worldwide partners
		1. WMC (World Methodist Council)
	7. Communication
		1. MEOR (Methodist Ecumenical Office in Rome)
		2. WCC (World Council of Churches - through linking with the Geneva Secretary)
	8. Information and connection between the member churches particularly through web presence, facebook and other social media channels
	9. To be a non-voting member of the Executive of the EMC

 **Terms and Conditions:**

**Remuneration:** £ xxxxxx per annum (to be 50% of the stipend in the country of residence or the equivalent lay salary).

Travel costs, accommodation and per diem will be covered according the approved guidelines of the Council

**Hours of Work:** Intended to be initially a 50% (0.50fte) post for an initial terms of 3 years

Flexibility in working hours will be required due to the nature of this post and the work of the Council.

 The Officer can either work at home or office accommodation could be sourced either within a local or national Church office near the place of residence.

 Laptop and phone will be provided.

**Holiday Entitlement:** Dependent on country of employment/employing body

**Sick Pay:** Dependent on country of employment/employing body

**Pension:** Dependent on country of employment/employing body

**Probationary Period:** 3-month review period.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| 1. Education and Training | Qualification at degree or equivalent level relevant discipline | Theological qualification | A,Q |
|  | Written English qualification | Other spoken European language | A,I,Q |
| 2. Experience | Engaging at a European level with church or not for profit organisations |  | A,I |
|  | Experience of working with Church leaders at national and ecumenical level |  | A,I |
|  | Competent user of word-processing, internet, presentation, wed update and email software | Experience of working through on line meeting software | A,I,Q |
|  | Experience of working with theological diversity and different Christian traditions |  | A,I |
|  | Project and administration management skills |  | A,I |
| 3. Special Knowledge and  Skills | In sympathy with the beliefs and ethos of the wider Methodist and Wesleyan tradition churches |  | A,I |
|  | Wide knowledge and understanding of the global Methodist and Wesleyan tradition churches |  | A,I |
|  | Able to communicate effectively orally and in writing | Experience of leading of worship |  |
|  | Creative thinker |  | A,I |
|  | Strategic planner |  | A,I |
|  | Able to set priorities, work under pressure and meet deadlines |  | A,I |
| 4. Special Qualities | Mature Christian Faith |  | A,I |
|  | Willingness to travel |  | A,I |
|  | Availability to work irregular hours especially evenings/weekends |  | A,I |
|  | Willingness to engage and develop an understanding in an understanding of the working of European Methodist Churches |  | A,I |

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation,

G – Group exercise, Q – proof of qualification (certificates or transcripts)