

## JOB DESCRIPTION



**JOB TITLE:** Administration and Research Assistant

**LOCATION:** St Andrew's House, 16 Tavistock Crescent, London W11 1AP

**ACCOUNTABLE TO:** Directors within Mission Cluster

### BACKGROUND:

The Anglican Communion Office (ACO) based at St Andrew's House, London, England, is the permanent Secretariat for the Instruments of Communion of the world-wide Anglican Communion. It serves the Archbishop of Canterbury (in collaboration with staff at Lambeth Palace), the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conferences as well as commissions, committees and groups that emerge from time to time, as the need arises.

A holistic approach to mission infuses the life of the Anglican Communion and shapes the work of the Anglican Communion Office. The purpose of this appointment is to provide support for the Mission Cluster comprising the:

- Director for Mission
- Director for Women in Church & Society
- Anglican Communion Permanent Representative to the United Nations (ACO-based)

### KEY RESPONSIBILITIES:

- To support the component parts of the Mission Cluster through administration and research, including specifically:
- To undertake administrative tasks.
- To undertake desk-based research on issues relating to the work of the three Directors, and present this with a high degree of accuracy and in an appropriate format.
- To maintain and develop existing web pages, Facebook pages and other social media relating to the work of the Mission Cluster.
- To organise and support meetings and remote conferencing.
- To draft, compile, edit and proof-read documents (e.g. reports, minutes and blogs).
- To build up and sustain relationships across the Anglican Communion and beyond.
- To receive and welcome visitors to the Mission Cluster and assist in the provision of hospitality.

The main responsibilities of the post are outlined above. This list is not exhaustive and is intended to reflect main tasks and areas of work. Changes may occur over time and following a period of consultation the post holder may be expected to agree to reasonable changes to the job description that are commensurate with salary banding and in line with the general nature of the post.

## **BACKGROUND INFORMATION:**

### ***About the Anglican Communion Office***

The ACO is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises.

Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion. Relating to Anglican Churches around the world is a critical part of the role, as is occasional overseas travel.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Also operating within the ACO, the Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020.

## **PERSON SPECIFICATION:**

### **Administration and Research Assistant**

#### **Qualifications, Knowledge and Experience**

- Degree or similar qualification, or be able to demonstrate relevant professional experience and qualifications
- Experience of working in a complex organisation with multiple stakeholders.
- Understanding of and commitment to the work of mission as currently understood in the Anglican Communion;
- Experience of undertaking desk-based research, assimilating information, and presenting it to a high level of excellence;
- Interest in current affairs at the international level;

#### **Skills and abilities**

- Excellent interpersonal skills and experience of working cross-culturally.
- Excellent IT and web skills and an ability to use them strategically for the purposes of high-quality and timely communication, the sharing of resources, and promoting engagement and response around the Anglican Communion;
- Experience in managing mailing lists and social media communication;
- Ability to work both independently and collaborate cheerfully and effectively with work colleagues;
- Attentive, pro-active and self-motivated, with ability to prioritise competing priorities and tasks;
- Excellent communication skills, both oral and written.
- Ability to maintain a high degree of confidentiality.
- Excellent prioritisation skills.
- Proactive and able to use initiative.
- A working knowledge of French, or Spanish or Portuguese (desirable).

#### **Other**

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion.
- Be prepared to travel throughout the Anglican Communion and elsewhere on occasion.
- Willing and able to travel and to work evenings and weekends as required.
- Must be able to demonstrate the right to live and work in the United Kingdom.

## **GENERAL CONDITIONS:**

The Anglican Consultative Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are: Respect, Trust, Hospitality, Humility, Openness.

### ***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

## **TERMS OF EMPLOYMENT:**

***Salary:*** This senior position will be remunerated based on the NCI (National Church Institutions) salary scales, currently c.£25,000.

***Pension Contributions:*** Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.

***Hours of Duty:*** Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holders of of this post is expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

***Annual Leave:*** 30 days paid leave per leave year. This is exclusive of public holidays. The leave year runs from 1 January to 31 December.

***Season Ticket Loan:*** Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

***Contract:*** The post is offered on a permanent contract, subject to a six month probationary period.

## **APPLICATIONS:**

Applications are invited from suitably qualified persons. The application should include a full CV, covering letter and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: [applications@anglicancommunion.org](mailto:applications@anglicancommunion.org). All applications and enquiries will be treated in strict confidence. The deadline for applications is noon on 6 July 2018 and interviews will take place at our office on 17 July 2018.