



## **Job Description**

### **Digital Theological Resources Manager**

#### **ABOUT THE ROLE**

##### **Job purpose**

This is a new role to manage the provision of digital resources which support theological education across the global Anglican Communion. The role will be responsible for identification of existing resources, creation of new resources, and for facilitating access to and support engagement with those resources. The post is part of a five year project, Theological Education in the Anglican Communion (TEAC), which commenced in February 2018 and is funded by the St Augustine's Foundation.

##### **Location**

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

##### **Reporting to**

The role will report to the Director for Theological Education. All Anglican Communion Office staff are under the overall leadership and direction of the Secretary General.

##### **Key relationships**

The manager will work directly with the Director for Theological Education and with the other teams within the Anglican Communion Office such as the Communications department. Other key relationships will be with:

- Members of the TEAC Reference Group
- Staff of theological colleges, seminaries, courses and schemes across the Anglican Communion, and church leaders involved in supporting these institutions
- Anglican mission agencies engaged in supporting theological education
- Staff of ecumenical colleges and bodies engaged in theological education across the world

##### **Key responsibilities**

The key responsibilities of the post are to:

1. Identify suitable digital resources that will support theological education (TE) across the Anglican Communion, including within the Globethics digital library.
2. Facilitate access to them through, for example, obtaining necessary permissions, providing access through the ACO website either directly or indirectly, providing suitable classification trees and similar online signposting.
3. Support engagement with the resources by students and church leaders from the Anglican Communion through the ACO website.

4. Promote the designated resources as an excellent resource for the Anglican Communion through print, web-based and social media communications.
5. Build good relationships with colleagues in the TE network across the Anglican Communion and ecumenically.
6. Support others within the Anglican TE network who seek to digitally resource the work they do.
7. Work with the Director of TE in the planning and managing of regional TE consultations for the development of new online resources.
8. Work with the Director of TE and the Reference Group, as required, to identify funding needs and to develop ways of meeting these needs as the work develops.
9. Undertake any other tasks reasonably required

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.

## **PERSON SPECIFICATION**

### **Qualifications and experience**

#### Essential

- Degree level education in theology/religious studies
- Experience of working within Christian churches and/or organisations.
- Experience of theological education.
- Experience of cross-cultural communication.
- Experience of web-based work including social media.
- Proven administration experience.

#### Desirable

- Experience of theological education for ordained ministry within or beyond the UK.
- Experience of living or working in a culture other than their own.

### **Skills and Abilities**

#### Essential

- Able to think and reflect theologically.
- Natural networker, with excellent interpersonal skills and the ability to form positive relationships quickly across cultural and language barriers.
- Able to communicate clearly verbally, in print and electronically. Good written and spoken English
- Self-motivated and organised, able to work on own initiative in seeking out, collating and presenting information.
- Able to work under pressure and willing to work flexibly
- Proficient in the use of Microsoft Office packages.
- Have an understanding of and be sympathetic to the life and work of the Anglican Communion.

Desirable

- Fluency in French and/or Spanish and/or Portuguese

### **Knowledge**

Essential

- Understanding of the Christian Church.
- Knowledge of a range of theological disciplines including practical and pastoral theology.
- Knowledge of communication methods.
- Knowledge of resources management.

## **ABOUT THE ANGLICAN COMMUNION**

The Anglican Communion Office 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.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Its financial affairs are managed by the ACO finance team; its statutory accounts are consolidated into the ACO accounts.

The Lambeth Conference is a separate charitable company which is expanding to become fully operational in preparation of the next Conference in 2020. Its financial affairs are also managed by the ACO finance team.

The office is based at St Andrew's House in Westbourne Park, London W11. About 30 staff are employed across the three charities. Further information about the office can be found on our website: <http://www.anglicancommunion.org/structures/anglican-communion-office.aspx>

### **General Conditions**

The 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.

### **Right to live and work in the UK**

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

## **TERMS OF EMPLOYMENT**

<b>Salary:</b>	circa <b>£30,000 FTE</b>
<b>Pension Contributions:</b>	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%.
<b>Hours of Work:</b>	Full time, 35 hours per week. Normal office hours are 9am to 5pm Monday to Friday.
<b>Annual Leave:</b>	Six weeks' paid leave per leave year, plus 8 public holidays. The leave year runs from 1 <sup>st</sup> January to 31 <sup>st</sup> December.
<b>Season Ticket Loan:</b>	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
<b>Contract:</b>	The post is offered on a permanent contract, subject to a six month probationary period.
<b>Applications:</b>	Applications are invited from suitably qualified persons. The application should include a full CV, and a supporting statement explaining why the applicant is interested in the role and the organisation. Applications without a supporting statement will not be considered. Please also supply the names of two referees, one professional and one personal. References will be requested only for the successful candidate following interview.  Applications should be sent to: <a href="mailto:applications@anglicancommunion.org">applications@anglicancommunion.org</a> . The deadline for applications is noon on Friday 1 March 2019 and interviews are likely to take place at our office on 20 and 21 March 2019. All applications and enquiries will be treated in strict confidence.

February 2019