

JOB DESCRIPTION

JOB TITLE: Director for Gender Justice

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

Reporting to: All ACO staff are under the overall leadership and direction of the Secretary General. The Director of Gender Justice will be managed by the Chief Operating Officer and will be a member of the Management Team.

Supported by: A shared post within the Mission Cluster – Research Officer shared with the Director for Mission and the Permanent Representative to the United Nations (1 staff, 1.0 fte – managed by a Director colleague).

Background

In the Anglican Communion we are committed to moving forward in such a way that our churches truly become a living witness to our belief that women and men are equally made in the image of God. Within the Communion and beyond, we recognise that gender equality and the empowerment of women and men to live and work in just relationship require a transformation of underlying social norms together with a reclaiming of positive elements within traditional cultures.

Job purpose

- To provide leadership on gender justice matters within the Anglican Communion.
- To support initiatives of Authorised Anglican Networks and others in gender justice and related areas.
- To provide senior staff support to the Anglican Safe Church Commission and in the area of safeguarding generally.
- To share in the leadership and management of the ACO as a member of the management team.

Key responsibilities – Gender Justice

- To provide a Communion-wide lead on all matters of gender justice
- To be an advocate, internally and externally to the Communion, on matters of gender justice and good practice.
- To manage the collection and dissemination of information about gender justice issues, including theological resources.
- To lead partnerships internally to the Communion on gender justice matters.
- To partner externally with mission and development agencies and others to maximise the understanding of gender justice issues and the impact of representation and advocacy.
- To ensure, working with ACO colleagues and others, that there is a strong theological underpinning of the approach to gender justice within the Anglican Communion.

Key responsibilities – Anglican Communion Commission and Authorised Networks.

- To build strong operational relationships with key individuals involved in the International Anglican Family Network and the International Anglican Women’s Network.
- To provide senior staff guidance and advice for the Anglican Safe Church Commission and in the area of safeguarding generally.

Key responsibilities – Strategy and Leadership

- To report regularly to the Standing Committee and to the Instruments of Communion on gender justice and related matters.
- To advise on gender justice matters to the Secretary General, and Standing Committee, recommending that issues be brought to the attention of the Archbishop of Canterbury if appropriate.
- To build strong operational relationships with key individuals in churches in the Anglican Communion, mission agencies and in other partner bodies.
- To maintain a close understanding of developments in gender justice globally and matters within the provinces of the Anglican Communion, providing support and advice as appropriate.
- To act as a member of the leadership team taking a full part in the executive leadership and management of the ACO.
- To ensure that gender justice focal points in the Communion are fully informed about ACO strategies, plans and developments.
- To form strong collaborative relationships with the other Directors and teams.

Key responsibilities - other

- To keep up to date with current developments in the Anglican Communion, other global churches and church groups and in theological and ecclesiological understanding.
- To undertake any other tasks reasonably required.

Person Specification

Qualifications, knowledge and experience

- Qualified at post graduate level in a field relevant to gender justice issues, or by experience
- Qualification in a relevant area of theology
- Passionate commitment to gender justice issues
- Experience of senior organisational representation
- Experience of leading others globally in an area beyond consensus and common-practice
- Experience in managing complex meetings and formal exchanges, including in multi-cultural contexts
- Experience in managing and motivating people and teams and of effective delegation
- Experience as a confident presenter, able to tailor messages for different audiences
- Experience in project and budget management

Skills and Abilities

- Diplomacy and relationship building skills
- Well developed and rounded management skills, capable of maximising the contribution of support staff, committees and individual volunteers
- Strong skills in drafting and writing formal reports for churches or similar bodies
- Confident IT skills to be able to communicate effectively in the global arena
- Capability to contribute effectively as a leader beyond immediate functional responsibility and take a role in developing and communicating organisation strategy and approach
- Ability to influence colleagues around the gender justice agenda and their specific areas of work
- Ability to lead effective meetings with internal and external stakeholders
- Well organised with attention to detail and ability to lead others to achieve the same standards

Other

- Be prepared and able to travel extensively throughout the Anglican Communion and elsewhere
- Willing and able to travel and to work evenings and weekends as required

Background Information

About the Anglican Communion Office

The Anglican Communion Office, based at St Andrew's House, London, England, is the permanent Secretariat for the Instruments of Communion of the 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. Archbishop Josiah Idowu-Fearon has served as Secretary General of the Anglican Communion since 2015.

Through discussions and decisions made at a series of meetings over the past few decades, including formal resolutions of the Anglican Consultative Council, the Anglican Communion has demonstrated increasing commitment to issues of gender justice. In particular this has focussed on the role of empowering women in church and society, but has rightly been expanded to include all aspects of justice and development for all people.

The Director for Gender Justice has primary responsibility for supporting, enabling and facilitating gender justice understanding and initiatives across the Communion. The post has been refreshed following the retirement of Revd Canon Terrie Robinson.

The position of Director of Gender Justice is based at St Andrew's House in Westbourne Park, London W11. The role line manages a shared post within the Mission Cluster – Research and Administrative Officer shared with the Director for Mission and the Permanent Representative to the United Nations.

Relating to Anglican Churches around the world is a critical part of the role, as is substantial international travel.

General Conditions

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

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 and 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:	c.£50,000
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:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are 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. 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.

Application process

Applications are invited from members of the Anglican Communion or of a church in full communion therewith, lay or ordained, men or women. The application should include a full CV and the names of at least three referees (references will not be taken up until later in the application process). A letter of support from a Primate or senior bishop of the candidate's church to accompany the application is desirable but not essential.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

Closing date: Closing date for receipt of applications is Friday 11 October 2019.

Interviews: Interviews are planned for Monday 5 November 2019.