



# General Secretary for Modern Church

An international society promoting liberal Christian theology.

Founded in 1898 to defend liberalism in the Church of England, we now work ecumenically to encourage open, enquiring, non-dogmatic approaches to Christianity.

## The Objects of the Charity are:

*The advancement of the Christian faith for the benefit of the public, in particular through (but not limited to):*

- (a) the promotion of open and critical study of the Christian faith and its relevance in the contemporary world; and*
- (b) offering resources for individuals and groups in parishes, institutions and public life to support an open-minded and thoughtful approach to matters of faith and religion.*

## Job description:

- To be a leading go-to person for Modern Church and provide an accessible public face for the organisation.
- To write regular contributions to theological debate especially with regard to the Church of England, ecumenism and inter-faith issues, via letters to the church press, blog posts, journal articles etc.
- Attend meetings of Modern Church trustees, council and regional conferences including the Annual Conference and AGM.
- Collaborate with partner organisations on joint campaigns, conferences and other projects.
- Provide the lead and initiative to create and see through new projects for the organisation in order to promote the objects of Modern Church e.g. support/manage regional group meetings or events for Modern Church members and others.
- To work with the Administrator and Communications Officer to promote the objects of Modern Church and support the work of the Trustees and Council.
- To perform any other duties as may reasonably be required by the Trustees.

## Terms:

- The post involves flexible working hours and some travel and there is an expectation that the General Secretary would work from home.
- The post-holder will be line managed by the Secretary and be accountable to the Trustees.
- The appointment will be initially for three years, subject to annual review; renewable by discussion for a further two years subject to funding.

- The salary for the General Secretary will be a full time equivalent of £35,000, ie £17,500 for the 50% post (plus expenses, NI, pension contribution) with 14 days paid annual leave (including statutory bank holidays, i.e. 28 days annual leave pro rata).

**Person specification:**

*Essential:*

- A Christian in full membership of a church within Churches Together in Britain and Ireland.
- Committed to the vision of Modern Church and its role in the wider church and society.
- An academic, enquiring mind.
- Skilled theological communicator, both orally and in writing.
- Self-starter, used to lone working.
- Evidence of self-management and ability to manage own time as well as team working.
- A collaborative worker, who understands the need for good communications with others offsite – using phone (including conference calls) and email to liaise both with other employees and with Trustees.
- Able to analyse and critique publications.
- Experienced in dealing with the media and working with Communications Officer to communicate with the press.
- Able to travel to represent Modern Church around the country.
- Experienced in planning and organising events (with administrative support).
- Evidence of good IT skills.

*Desirable:*

- Evidence of previous successful experience of identifying funding opportunities.
- Available to attend General Synod and to appear on Sunday media to represent Modern Church.

*Under Employer Equality (Religion or Belief) Regulations 2003, section 7, this post has a Genuine Occupational Requirement to be a Christian.*

**To apply:** Please send a CV with letter of application and two referees to:

Rev'd Dr Jan van der Lely  
 Chair, Modern Church  
 27 Castle St  
 Thornbury  
 BS 35 1HQ

[chair@modernchurch.org.uk](mailto:chair@modernchurch.org.uk)

**Application deadline:** 1st June 2017

**Interviews:** in London on 16th June 2017.