

ACTION OF CHURCHES TOGETHER IN SCOTLAND (ACTS)

JOB DESCRIPTION

- Post:** General Secretary of ACTS
- Responsible to:** The Convener of the Trustees of Action Churches Together in Scotland
- Responsible for:** Permanent executive staff (currently 3)
Project staff (currently 2) and other staff as might be required
- Location:** ACTS Offices, 7 Forrester Lodge, Inglewood House, Alloa. FK10 2HU.
- Job Purpose:** To assist the development, and oversee the implementation, of the ecumenical strategy agreed by the Scottish Churches Forum in partnership with the national ecumenical bodies in England, Wales and Ireland and with CTBI; to support the Trustees of ACTS in fulfilling their responsibilities; and ensure that effective support is provided to the constituent elements and activities of ACTS through appropriate and collaborative leadership of the paid staff.

Main Responsibilities:

- 1. To support the development and implementation of the ecumenical strategy agreed by the Scottish Churches Forum.**
 - a) To assist the Forum develop an annual programme of activity in accordance with the strategy and objectives set out in its constitution and the document "The basis for a new way of working".
 - b) To report to the Forum on a regular basis on the activities of the paid staff in support of the programme and on the overall outcomes.
 - c) To assist the Forum in the ongoing development of the strategy and associated programme of activity by providing information, vision and leadership.
 - d) To act as executive secretary to the Forum, Trustee Body and Executive, and ensure that appropriate support is provided to the constituent elements of ACTS.
 - e) To identify opportunities for ecumenical collaboration in the whole mission of the Church and to enable that collaboration, through the work of the ACTS Networks, Associated Ecumenical Groups, Bodies in Association and by other means.

- 2. To support the Trustees in fulfilling their legal and other responsibilities.**
 - a) To ensure the proper administration of the Charity (with the exception of Scottish Churches House) including conformance with statutory requirements on charity law, company law, employment, health and safety, etc, and in the

implementation of the policies of the Charity.

- b) To ensure that effective arrangements are in place for budgeting, forward planning and the proper use of funding and other resources.
- c) To ensure that effective arrangements are in place for the recruitment, management, development and motivation of ACTS staff, liaising as appropriate with the relevant convenors in respect to project officers.

3. To support the objectives of ACTS through liaison with member churches, other churches and faith groups, other ecumenical bodies, community groups and Government departments and agencies.

- a) To build relationships with church leaders including facilitating Scottish Church Leaders meetings.
- b) To liaise with the senior office bearers of the Member Churches to encourage and sustain the ecumenical dimension of their work.
- c) To foster relations with Churches and church agencies and groups not currently in membership.
- d) To interact as appropriate with other faith communities.
- e) To help co-ordinate ecumenical work in Britain and Ireland by participating in the 'management group' of CTBI, and liaising with the General Secretaries of the National Instruments and CTBI.
- f) To liaise with ecumenical bodies internationally (WCC and CEC) and as appropriate with the Pontifical Council for Christian Unity and CCEE.
- g) To liaise with state, Scottish Executive and other government departments about national events and initiatives as appropriate.

4. To further the objectives of ACTS and promote ecumenism by representing ACTS nationally and internationally as agreed by the Trustees/Forum.

- a) To commend ecumenism as a key element of church life in all dimensions from national to local, through personal contact, use of the media and production of resources.
- b) To advocate and help facilitate ecumenical formation of both lay and clergy.
- c) In consultation with the Convener, to represent ACTS both nationally and internationally, as appropriate.

5. To carry out such other duties within the stated job purpose as may be required from time to time by the Convener or Trustees.

Note: This job description will be reviewed on a regular basis and may be amended from time to time within the overall job purpose.