



## Council of Lutheran Churches

### Job Description

Job Title: **General Secretary**

Reports to: **The Board of Trustees of the Lutheran Council of Great Britain [known as 'The Council of Lutheran Churches' (CLC)]**

Date: July 2020

**Purpose:**

° The Council of Lutheran Churches (CLC or the Council) is a representative and enabling body for Lutheran churches in the UK. The Council has an over-arching charitable object of making the good news of the gospel known to all.

° The aim of CLC is to enhance the Lutheran profile in the UK and to maintain effective links between the different member churches and between them and churches of other denominations in the UK and to support the member churches in different ways.

° Taking guidance from the Board of Trustees, the General Secretary (GS) will provide leadership and management of people, ideas, property and financial resources in order to support the CLC member churches and represent them in the wider ecumenical world in the UK.

### Duties and Responsibilities

#### Supporting Member Churches

- Working with the member churches to understand their objectives, activities and needs with a view to helping them improve and develop.
- Supporting member churches through the creation of documents, teaching materials, lessons and presentations. Such areas could include safeguarding, employment law, management of charitable organisations, Brexit-related issues, churches response to the Covid-19 etc.
- Organising joint services between the Lutheran Churches in the UK or between them and churches of other denominations.
- Organising public conferences, seminars, round table talks and similar about topics of general interest for our churches.
- Developing a grants policy, reviewing and assessing grant applications and making recommendations on approval or rejection to the Board or a Grants Committee.
- Manage Lutheran information office, collating member churches' news and publishing news articles on CLC website.
- Being an inspiration and discussion partner to the Chaplain in developing further the student chaplaincy that the CLC and its Churches undertake.
- Creating opportunities for clergy and lay people from the member churches to meet and reflect on issues of joint interest
- Assisting the mentoring of new Pastors and lay people sent out from other countries through induction and orientation to the UK.



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### Ecumenical Relations

- Strengthening the relationship between the Member Churches and other Churches and denominations in the UK, especially the Anglican Churches as part of the Porvoo Communion.
- In co-operation with the Chair, acting as an ambassador for the Lutheran Churches in the ecumenical world and the wider community.
- Managing the day-to-day responsibilities of ecumenical relationships
- Supporting and representing the Council in its desire to speak out on ecumenical and social issues.
- Maintaining contact with the international ecumenical world, with special focus on The Lutheran World Federation (LWF).

### Managing our Resources

- Providing line management to the Chaplain, Administration Manager and part-time Finance Manager.
- Recommending ways, the Council can improve how it works and to develop its people.
- Managing external service providers and consultants such as Investment Fund managers, lawyers and HR consultant.
- Overseeing the Council's financial investments, which are now delegated to two Investment Banks that are reporting to an Investment Committee and the Board. The GS is together with the Financial Manager preparing the meetings with the Investment Committee.
- Managing the Council's properties, expected to consist of a "Lutheran Centre" and office as well as a residential property with four small apartments.
- Together with the Financial Manager making plans and budgets for the Council's activities and projects and following up those plans.
- Ensuring that financial and management accounts and budgets are created in accordance with good practice and legal requirements. Analysing deviations from the budget, explaining them to the Board and Finance Committee and acting upon deviations, where needed.
- In conjunction with the Board and its Chair, to develop the Council's strategy and suggest projects and activities that the Council should undertake to implement its strategy.

### Administration and Internal Communication

- Together with the Chair organising board meetings, preparing the agenda and ensuring that minutes and other documents are properly prepared and dispatched in good time.
- Implementing the policies and decisions made by the board and its various subcommittees.
- Being responsible for the Council's compliance with statutory duties, such as those set out by the Charity Commission, the Health & Safety Executive and the Companies House. Production of Statutory Reports and Accounts and writing the Trustees Annual Report.



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### Person Specification

The General Secretary should:

### Theology and Ecumenism

- Have a good understanding of Lutheran theology and traditions. The GS should ideally be ordained, but we will consider active Christians. *This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.*
- Have good knowledge of ecumenical bodies in the UK and internationally as well as knowledge of national, regional and global Lutheran bodies
- Have knowledge of inter-faith issues and capacity and willingness to build positive relationships across faiths.

### Leadership and Communication

- Have a leadership style that is relationship orientated and supportive, as the GS will be working with and guiding churches and other organisations from different cultures.
- Be a networker and bridge builder, who is able to strike up relationships quickly both with our own Churches and with external partners.
- Be a confident public speaker and command good written communication skills and usage of social media.
- Have experience of living and working in another culture and ideally with experience of working with churches of different denominations and with people of all kinds and faiths.
- Be open-minded and keen to learn in fields of specific interest for the work of the Council.

### Management and Administration

- Be financially literate, able to correctly understand budgets and accounts, assess grant applications from the Churches and make recommendations to the Board of Trustees. Able to understand and act on the Investment Managers' reports and draft the Trustees Annual Report (with assistance of the Finance Manager).
- Confident in the use of IT, publishing on the web, spreadsheets and presentation programs like PowerPoint.
- Have experience of managing staff.
- Ideally have some experience of working in the UK charity sector.