



## Church of Ireland

### SYNOD OFFICER

## Background information

The Church of Ireland ([www.ireland.anglican.org](http://www.ireland.anglican.org)) is part of the worldwide Anglican Communion, which has 70 million members in 164 countries. It is an all-Ireland Church and is governed at all levels by representative structures.

Central Church affairs are governed by the General Synod, which comprises over 600 elected representatives of the clergy and laity from the dioceses in addition to the Church's twelve Bishops. The General Synod meets annually over three days in May to consider proposed legislation and reports from its various committees and other central Church bodies. During the rest of the year the ongoing business of the General Synod is transacted by a Standing Committee which, like the General Synod itself, is supported by Synod Services staff working in conjunction with four Honorary Secretaries.

The Church of Ireland's central administrative headquarters is based at Church of Ireland House in Rathmines, Dublin. Church House is home to the offices of the Representative Church Body (RCB), the trustee body for the Church, which employs some 35 staff who administer the activities of the RCB and other central Church bodies in areas including Synod & Communications as well as Finance, Investments, Property & Trusts, Education, Legal, Pensions and IT.

Church of Ireland House is located at the southern end of Rathmines in Dublin 6, off Church Avenue and adjacent to Holy Trinity Church and the Church of Ireland College of Education. Church House provides excellent working conditions with on site parking, canteen facilities and easy access to the Luas.

## Terms and Conditions of Appointment

### 1. JOB DESCRIPTION

See over.

### 2. ACCOUNTABILITY

The post-holder will report to the Head of Synod Services and Communications.

The line management of the post will be as follows:

Synod Officer → Head of Synod Services and Communications → Chief Officer Representative Church Body

### 3. CONDITIONS OF EMPLOYMENT

Employer: The post-holder will be employed by the Representative Church Body.

Remuneration: Remuneration and benefits will be competitive with market rates and will also reflect the experience/qualifications of the successful candidate.

Travel & Subsistence: Refund of actual expenses subject to approval.

Office: Based in Church of Ireland House, Dublin. Occasional travel will be required.

Hours of work: Full time (core 35 hour week).

Probationary period: There will be a probationary period of six months, which may be extended at the discretion of the employer.

Continuing Professional Development: The post holder will be expected to undertake appropriate training as required.

### 4. APPLICATION

Application should be made using the application form supplied including names and addresses of two referees. Completed applications must arrive no later than **5.00pm on Thursday 5 February 2015**.



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## Job Description

Reporting to the Head of Synod Services and Communications (HSSC) the Synod Officer will:

1. Work under the direction and management of the HSSC.
2. Assist the HSSC in working to the Honorary Secretaries of the General Synod to provide for the servicing of procedures of the General Synod.
3. Provide services to the Standing Committee and other bodies relating to the work of the Standing Committee or the General Synod as determined by the HSSC in agreement with the Honorary Secretaries.
4. Additionally, in consultation with the Honorary Secretaries and under management of the HSSC the Synod Officer will
  - a) Ensure that the requirements of the *Constitution of the Church of Ireland* relating to the General Synod, the Standing Committee and other statutory bodies are met.
  - b) Have responsibility for the logistical and business arrangements of meetings of the General Synod, including oversight of the compilation of reports, draft legislation, and the issue of relevant documentation (including the preparation of the Book of Reports and the Journal of the General Synod) to members and others, and the execution of decisions of the General Synod.
  - c) Have responsibility for the arrangements for meetings of the Standing Committee, including preparation of draft agendas, attendance at and provision of secretarial services to meetings of the Committee, execution of its decisions and preparation of draft Standing Committee Reports for the General Synod.
  - d) Prepare agendas for meetings of the Honorary Secretaries, the Honorary Secretaries and Archbishops, and the committees of the General Synod.
  - e) Provide secretarial services to related bodies or committees as may be required from time to time.
  - f) Prepare material for upload to the Church of Ireland website, including reports, General Synod papers, agendas and annual updates to the *Constitution of the Church of Ireland*.
  - g) Collate budgetary and other financial information as may be required by the Standing Committee, the Representative Church Body or the HSSC from time to time, preparing agendas for the Budget Sub-Committee of the Standing Committee and the Finance and Arrangements Sub-Committee.
  - h) Ensure the provision of information, including statistical analysis, as required by the Standing Committee, and other committees from time to time.
  - i) Prepare resolutions, reports etc for the Standing Committee and other committees and facilitate the drafting and review of legislation for the General Synod.
  - j) Deputise on specific occasions for the HSSC during an absence.
  - k) Undertake responsibility for the supervision of any support staff allocated to work to the position of Synod Officer.
  - l) Undertake any other duties consistent with the job title that may be assigned by the HSSC from time to time taking account of evolving requirements of the Standing Committee, the General Synod and the Representative Church Body.



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**Person Specification**

<b>Factor</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>
Education / Training	Third level qualification or equivalent work experience	
Experience	Background in the provision of administrative services at a level of significant responsibility	<p>Experience of working at a managerial level</p> <p>Experience of preparing formal documentation / reports</p> <p>Experience of organising/supporting formal meetings / conferences</p> <p>Experience of the voluntary sector, particularly of working with voluntary committees/boards</p>
Knowledge / Skills	<p>Strong organisational and administrative skills</p> <p>Good verbal and written communication skills</p> <p>Budget preparation skills</p> <p>Competence in an appropriate range of computer skills, eg: MS Word; MS Excel; email; internet</p>	<p>An understanding of the requirements of working in an environment of regulatory compliance</p> <p>An ability to analyse and present statistics</p> <p>Familiarity with the use of databases; web editing; online surveys; social media</p>
Other	<p>A sympathy with and understanding of the ethos of the Church of Ireland</p> <p>Strong interpersonal skills</p> <p>Proven ability to:</p> <ul style="list-style-type: none"> <li>• work as part of a team</li> <li>• work proactively on own initiative</li> <li>• prioritise work and meet deadlines</li> <li>• understand and evaluate complex information</li> <li>• maintain a methodical, efficient and accurate approach with good attention to detail</li> <li>• operate confidentially</li> </ul>	

The Representative Church Body reserves the right to enhance these criteria for the purposes of shortlisting. Any enhancements to the criteria will be applied equally to all candidates.