



NSW Ecumenical Council Inc.

Very Rev'd Anastasios Bozikis
President

Wies Schuiringa
Interim General Secretary

Floor 7, 379 Kent Street, Sydney,
(Locked Bag 199, Queen Victoria Building, NSW 1230)

Tel: (02) 8259 0819,

Email: generalsecretary@nswec.org.au

Website: www.nswec.org.au

ABN: 64 781 737 080 INC: 9879408

Duty Statement of the General Secretary

The NSW Ecumenical Council is “an instrument of the Churches in NSW whereby they may grow in the understanding and fulfilment of their common calling to unity and mission.”

(Extract from the Constitution)

The **General Secretary** is responsible for the overall functioning of the NSW Ecumenical Council, working closely with the Executive, the Core Group and the Commissions of the Council.

The General Secretary is responsible to the Executive of the Council, represented by the Core Group. One person from the Core Group is the main contact for the General Secretary to discuss day-to-day work matters. The Executive, together with the General Secretary, sets priorities for the work of the Council, realising that more work could be undertaken than the hours of work allow for. The Strategic Plan 2024-2027 guides the work.

The position is for 24 hours per week.

Attributes and skills of the General Secretary:

- Person of integrity with a lived understanding of the Christian faith
- Interested in the history of and current thinking about ecumenism
- Interested in and appreciative of the varied histories and current expressions of faith by the member churches
- Openness to working with Christian and non-Christian faith communities and secular organisations to build positive community relationships
- Affinity with and interest in current social justice and peace issues
- Good verbal and written communication skills
- Good online skills, or willingness to learn, such as database management, publishing online newsletters, updating the website, Zoom, Mailchimp, facebook
- Ability to work independently as well as with the Core Group, the Executive and the Commissions
- Maintains appropriate confidentiality, unless safety requires the involvement of others
- Able to work in the office at 379 Kent St Sydney and to travel within NSW occasionally as agreed from time to time. Some hours can be worked from home, by agreement with the Council.

Member Churches: Anglican Church (Dioceses of Grafton, Newcastle, Riverina, Sydney), Antiochian Orthodox Church, Armenian Apostolic Church, Assyrian Church of the East, Bruderhof Australia, Church of South India, Congregational Federation of NSW, Coptic Orthodox Church, Ethiopian Orthodox Tewahdo Church, German Lutheran Church, Greek Orthodox Church, Indian Orthodox Church, Lutheran Church of Australia (NSW District), Macedonian Orthodox Church, Mar Thoma Church, Religious Society of Friends, Roman Catholic Church (Dioceses of Bathurst, Lismore, Parramatta, and Wagga Wagga), Syrian Orthodox Church, The Salvation Army, Ukrainian Catholic Church, Uniting Church (NSW/ACT Synod) - Associated with the National Council of Churches in Australia



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Depending on the employment situation of the applicant, the incumbent may remain employed by their faith organisation which will then be reimbursed appropriately by the Council, otherwise the incumbent is employed directly by the Council. The contract is for three years, after a probation period. The three year contract is renewable, after review.

The General Secretary works with an administration assistant who works 8 hours per week. The incumbent allocates the work of the administration assistant. The treasurer manages the bookkeeping of the Council through an accountants' firm.

Criminal records and Working with Children checks will apply. The applicant needs to have a valid visa to work in Australia.

The General Secretary is responsible for:

1. Functioning of the Council:

- Assist in preparing for meetings of the Executive and the Core Group, take minutes or arrange for them to be taken and ensure their distribution.
- Consult with the Core group and the Executive regarding plans for work and work in progress. Write a work report for Executive meetings.
- Liaise with the treasurer, the fundraising and finance committees to be conversant with the financial situation of the Council.
- Organise or assist in organising ecumenical services, gatherings, seminars and other events.
- Ensure that the e-newsletter *Sharing* is prepared regularly and distributed.
- Prepare for the Annual General Meeting and any other meetings as required
- Driver's licence and access to a car would be helpful, though not required.

2. Supporting the Commissions:

- Maintain contact with the Commissions, assist in focussing their purpose and if appropriate, assist in their work.
- Facilitate communication between the Commissions and the Executive.

3. Relationship building, networking and outreach of the Council:

- Maintain contact with the Heads of member churches through visits and other means of communication.
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- Maintain awareness of times of celebration and difficulties within the member Churches and liaise, as appropriate.
- Maintain the relationship with State and Territory Ecumenical Councils, National Council of Churches Australia and Act for Peace.
- Maintain relationships, as appropriate with non-member churches, Christian faith communities and secular organisations.
- Represent the Council, when appropriate with non-member churches, other faith communities, Government Departments and the wider community. These representations can be delegated to members of the Executive.

4. Administration, in consultation with the administration support worker:

- Maintain the databases of the Council
- Manage Zoom meetings, mailchimp and other software as appropriate for the functioning of the Council.
- Manage emails, postal mail and other communications systems.
- Liaise with the website developer and keep the website up-to-date.
- Keep records of the work of the Council and the archive.

Applications should be made with a resume/curriculum vitae and names of two referees.

Application to be emailed to: wies.schuiringa1@gmail.com

For further information: Wies Schuiringa, mobile 0439 024 397

Applications close: 6.00 pm Sunday 8 December 2024.