

Job Description

Anglican Communion Permanent Representative to the United Nations Institutions

Line manager	Secretary General
Location	London (Westbourne Park) and home working
Salary	£55,000 to £60,000
Hours	35 hours a week
Contract	Permanent, following a six month probation period
Budget responsibility	£200,000
Direct reports	• Assistant Representative to the United Nations (Geneva, part-time) • Assistant Representative to the United Nations (New York, full time – currently vacant)
Key external relationships	• Secretary General, Assistant Representative to the UN (Geneva) • Assistant Representative to the UN (New York) • Standing Committee of the Anglican Consultative Council • ACO-UN Reference Group Chair and Members, other Anglican Communion Office staff • Relevant Lambeth Palace staff, Dioceses and Provinces, regional organisations, Networks and Commissions of the Communion as appropriate.
Job purpose	Act as the Anglican Communion ambassador to the United Nations, to enable better relationships and more effective communication between the provinces and dioceses of the Communion and their UN partners, working in collaboration with the representatives of other religious communities and faith based organisations. Act as the Archbishop of Canterbury's Personal Representative

Key responsibilities:

- Represent the Anglican Communion to the United Nations institutions, particularly those based in Geneva, New York and Nairobi
- Manage the Anglican Communion Office at the United Nations (ACOUN), including line management responsibility for all office staff
- Enable the Anglican voice to be heard, bringing expert and experienced representatives from across the Communion to the meetings of the United Nations
- Act as the Personal Representative of the Archbishop of Canterbury

- Promote the role of faith actors at the United Nations and encourage stronger understanding of the United Nations in the Communion
- Keep under review the Communion's priorities for this work (currently environmental justice, human rights, peace and justice, and Sustainable Development and COVID-19 recovery);
- Serve as liaison between the United Nations, and the Instruments of Communion and dioceses and provinces of the Communion;
- Work in cooperation with other Churches, religious communities, Faith-based and other Non-Governmental Organisations at the UN;
- Work in coordination with Anglican Communion Networks, including acting as ACO Link Director to the Anglican Indigenous Network and the Anglican Communion Environmental Network;
- Facilitate dialogue and develop fora which discuss major global issues of concern to the wider church;
- Employ effective means of communicating information on global issues so as to create greater awareness within the Communion, build capacity, share experience and good practice;
- Encourage theological reflection on selected UN issues;
- Work collaboratively with staff at the Anglican Communion Office, the Anglican Alliance, and Lambeth Palace;
- Prepare briefs for the Archbishop of Canterbury and the Secretary General on any of the above as requested, and maintain files and records;
- Assist in fundraising for this work;
- Any other appropriate tasks that may be requested by the Secretary General.

Person Specification

Criteria
<i>Skills / Professional Qualities</i> • Able to represent the Communion at Ambassador level • Have a detailed understanding of and be sympathetic to the life and work of the Anglican Communion • Have significant experience working collaboratively across international organisational and sector boundaries. • Have extensive experience of working globally and cross-culturally, both internationally and in the UK. • Strong representational, influencing and communication skills. A confident public speaker. • Essential gifts in building and sustaining relationships. • Culturally sensitive to a broad spectrum of people. • Ability to think at a conceptual and strategic level. Able to assimilate rapidly many complex agendas, often in politically sensitive areas. • Able to assimilate rapidly many complex agendas, often in politically sensitive areas, identifying issues and priorities.
<i>Knowledge and Experience</i> • Experience relating at a high level to UN or other international institutions, the Anglican Communion, the WCC and ecumenically. • Evidence of successfully convening and facilitating dialogue. • Evidence of ability to advocate. • Evidence of the ability to coordinate volunteers of stature and competence to represent the Communion at meetings. • Experience of working in an international context and of dealing with diverse cultures.
<i>Education and Training</i> • Education to degree level or experience of senior leadership in a charity or not for profit environment • Professional background in International advocacy • Experience of working in a charity or not for profit environment
<i>Miscellaneous</i> • Practicing Anglican* • Prepared and able to travel throughout the Anglican Communion and elsewhere on occasion. • Willing and able to work evenings and weekends as required.

* Under para.2 of sch.9 of the Equality Act 2010 there is an occupational requirement for the post holder to be a practicing Anglican.

Applications:

Your application should include a CV and covering letter. Applications should be sent to Rachel Brownbill via email address rachel.brownbill@anglicancommunion.org

Closing date: Closing date for receipt of applications is 13th October 2022

First Interviews: w/c 17th October 2022

Second Interviews: 31st October 2022