

Attaché to the Permanent Representative to the European Institutions (A) & Head of Communications for the Diocese in Europe (B)

Location: Office of the Anglican Bishop in Europe, Rue Capitaine Crespel 47 bte 49, 1050-Brussels, Belgium & Holy Trinity Pro-Cathedral, Rue Capitaine Crespel 29, 1050-Brussels, Belgium

Accountable to: (A) The Rt Rev'd Dr Robert Innes, Archbishop of Canterbury's Permanent Representative to the European Institutions and Bishop of the Diocese in Europe; (B) Mr. Mike Fegan, Interim Diocesan Secretary, Diocese in Europe.

Key Relationships: (A) Anglican Communion Office staff, Anglican Alliance, relevant Lambeth Palace staff, Mission and Public Affairs Division at Church House Westminster, Conference of European Churches. (B) Diocesan Bishop, Suffragan Bishop, Archdeacons.

Job Overview: (A) To provide comprehensive support to Dr. Innes as the Archbishop of Canterbury's Representative to the European Institutions, forging diplomatic contacts, maintaining lines of communication, making the values and concerns of the Anglican Church known to the Institutions and alerting Anglican leaders to relevant European policy developments. (B) To enable the whole of the Diocese in Europe, with chaplaincies in 40 countries, to communicate the Gospel of Jesus Christ effectively.

1. JOB DESCRIPTION

(A) Representational role and functions to include, inter alia:

EU Liaison - Article 17 Dialogue Process

- Supporting or substituting for Dr. Innes in formal dialogue sessions and seminars with the EU institutions under the Article 17 process.
- Maintaining contact with the network of other church and religious representatives in Brussels through attendance at ecumenical conferences and events and otherwise.

EU Liaison – Raising Anglican Communion foreign policy concerns with the EEAS

- Building relationships with relevant members and officials of the Institutions to raise awareness of Anglican Communion concerns in relation to EU foreign policy, particularly as it affects development and reconciliation work.
- Monitoring and informing Anglican Communion institutions on developments in EU foreign policy, especially opportunities for partnership and programme participation.

EU Legislation

- Scrutinising and informing the Bishop and the central Church institutions on forthcoming EU legislation which is either of direct interest or of wider mission interest to the Church.
- Developing and maintaining strategic relationships with key senior EU officials and Members of the European Parliament to inform and educate them of the Anglican Church's views and concerns on issues of EU interest.

- Engaging with relevant EU officials and Members of the European Parliament to seek to influence the content of legislation where this is deemed advisable.

CEC Liaison

- Maintaining regular contact with staff at the Conference of European Churches head office in Brussels. Supporting their work and acting as a champion for their activities with central Church of England institutions.
- Ensuring that invitations to CEC events reach the right Church of England staff and are responded to in a timely manner. Substituting for UK based staff to represent the Church of England at CEC events where there is no UK-based representative available.

Council of Europe & OSCE Liaison – Promoting Human Rights & Ethical Standards

- Monitoring developments at the Council of Europe in thinking and planned action in the promulgation of new international human rights instruments and codes of ethical standards, and monitoring implementation of those instruments and codes to which the UK Government has already acceded.
- Building relationships with key officials of the Council of Europe and Members of its Parliamentary Assembly, including through attendance at Assembly sessions and the NGO forum as necessary.
- Monitoring OSCE activities and attending relevant Human Dimension consultation sessions as necessary.

Miscellaneous

- Acting as a source of specialist advice in providing written and oral briefings to Church of England/Anglican Communion people and institutions.
- Acting as a resource to Anglicans visiting Brussels by facilitating educational visits to EU Institutions.
- Research work as required.

Please note:

Not all the facets of this part of the job description can be addressed simultaneously. It will be essential for the post-holder to liaise closely with key stakeholders to establish the priorities at different periods.

(B) Head of Communications

1. Promoting the work of the Diocese

- To model and create a positive, trusting and respectful communications culture within the Diocese
- To encourage, develop and co-ordinate a network of volunteers

- To work with key stakeholders to enable the Diocese to identify its audiences and target its communications using the most effective means
- To ensure the active promotion of the Diocese's mission and ministry, both within the national Church of England and in the public square
- To support the chaplaincies of the Diocese in their advancement of the Gospel.
- To meet with the Bishops regularly to discuss opportunities to communicate their ministry and to develop a communication plan for each bishop which includes media profile, areas of work and social media.

2. Media Relations

- To advise the Bishops, senior staff team and parishes regarding the management of crises, preparing statements and managing press interest as needed.
- To enhance the profile of the Diocese working to foster respect, trust and understanding with the media and wider public.
- To develop media distribution lists for regional and church media (traditional print, digital and social bloggers).
- To develop a media plan tied to national and international initiatives (in particular the 2020 Lambeth Conference) and the ministry of the bishops.
- To act as a channel of communication with the communications office of the National Church Institutions and with Lambeth Palace.

3. Bishop in Europe's Media Adviser

- To act as the Bishop of Gibraltar in Europe's media adviser, and to help both bishops in their promotion of episcopal work.

4. Training

- To provide training days and internal training for staff.

5. Publications

- To ensure the production of timely, engaging and accurate diocesan publications including 'The European Anglican'.
- To develop digital communication for the Diocese.
- To keep up to date in developments of communications media and propose their best use, including the introduction of new items into the mix as they emerge and discontinuing those that cease to be effective.

2. PERSON SPECIFICATION

Skills/Aptitudes:

- Able to represent the Anglican Church at Ambassador level.
- Strong representational, influencing and communication skills. A confident public speaker. Gifts in building and sustaining relationships. Ability to advocate.
- Culturally sensitive to a broad range of people.
- Ability to think at a conceptual and strategic level.
- Able to assimilate rapidly many complex agendas, often in politically sensitive areas, identifying issues and priorities.
- Possess (or able to acquire rapidly) a detailed understanding of and sympathy with the life and work of the European Institutions

Knowledge/Experience:

- Experience of working for, or closely with, a European Institution (e.g. EU, Council of Europe, OSCE), other international body or in diplomatic service.
- Experience of working in an international context and of dealing with diverse cultures.
- A thorough understanding of Anglicanism
- Openness to ongoing dialogue with representatives of other churches and faiths
- Fluency in English essential, competence in a second European language desirable
- Strong awareness and knowledge of social media platforms
- Knowledge of publication and design

Personal Attributes:

- A vocation to serve God's mission in the world.
- Sympathy with the priorities of the Archbishop of Canterbury and the strategy of the Diocese in Europe.
- Possesses a high level of personal credibility and commands the confidence and respect of others.
- A strategic operator, who can balance the strategic with the detailed when necessary.
- The ability to relate effectively to organisations; able to think creatively.
- The ability to work both independently and collaborate effectively with work colleagues.

Other Information

The successful applicant must be able to demonstrate the right to live and work in Belgium. There is a genuine occupational requirement for the person to be a practising Christian.

Terms of Employment:

Salary: 5000euros per month gross

Pension Contributions: Staff are part of the main Belgian social security based pension scheme. There is no supplementary pension.

Hours of Duty: The post envisages a 37 hour week. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

Annual Leave: 25 days paid leave per leave year pro rata. This is exclusive of public holidays and additional non contractual privilege holidays. The leave year runs from 1st January to 31st December.

Closing date: closing date for receipt of applications is 14th May

Interviews: Interviews will take place on **7th June** at the Bishop in Europe's office in Brussels.

Applications: Applications are invited from suitably qualified persons. The application should include a full CV and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: gail.wilmet@churchofengland.org. All applications and enquiries will be treated in strict confidence.