



Council of Lutheran Churches

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.

Our aim 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.

We are looking for a **General Secretary** to provide leadership and management of our 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.

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Who are we looking for?

We are looking for an **active Christian** with a good understanding of Lutheran theology and tradition – if you are ordained then that would be an advantage. A good knowledge of inter-faith issues and of ecumenical organisations and churches in the UK would be very helpful.

We are looking for a person with a **leadership style** that is **relationship orientated and supportive** as they will be working with and guiding churches and other organisations from different cultures.

We want a **networker** and bridge builder, who is able to strike up positive relationships quickly both with our own Churches and external partners.

We want someone who is a **confident public speaker**, with good written communications. If you are well versed in using social media then that would be an advantage.

We celebrate diversity so we want someone who is **keen to learn** and **open-minded**, ideally with experience of living and working in other cultures and with churches of different denominations.

You must be **financially literate**, able to understand budget and accounts, assess grant applications from the Churches, understand and act on the Investment Managers' reports and make recommendations to the Board of Trustees on actions they should take.

If you have experience of **working in the UK charity sector** that would be a bonus.

If this is you then what will you be doing day to day?

Supported by our Chaplain, our Administration Manager and our part-time Finance Manager, who all report to you, you will be;

Supporting Our Member Churches

- Working with the member churches to understand their objectives, activities and needs with a view to helping them improve and develop.
- Creating teaching materials and presentations on subjects like safeguarding and employment law.
- Organising public conferences, seminars, round table talks and similar about topics of general interest for our churches.
- Developing our grants policy, reviewing and assessing grant applications and making recommendations.
- Being an inspiration and discussion partner to the Student Chaplain.

Ecumenical Relations

- Strengthening the relationship between our 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 wider community.
- Supporting and representing the Council in its desire to speak out on ecumenical and social issues.

Managing our Resources

- Providing leadership and line management to the Administration Manager, part-time Finance Manager and Chaplain.
- Managing external service providers and consultants such as Investment Fund managers, lawyers and HR consultant.
- Together with the Finance Manager, creating and carrying out plans and budgets for the Council's activities and projects, and ensuring that financial and management accounts and budgets are produced.
- In conjunction with the Board and its Chair, suggesting strategies, projects and activities that you believe that the Council should undertake.
- Managing the Council's properties, expected to consist of a "Lutheran Centre" in London, as well as a residential property with four small apartments.

Administration

- Organising board meetings and meetings of the different committees of the Board
- Implementing the policies and decisions made by the board and its various subcommittees.

- Being responsible for the Council's compliance with its statutory duties, such as those set out by the Charity Commission, the Health & Safety Executive and the Companies House.

What we offer you?

We are **willing to be flexible on working hours** so this role could be **full time or part-time** (if part-time then we would need you to work at least 20 hours a week).

While some of the work can be done by remote working, we do expect you to spend **most of your time in our office in Central London** or at off-site meetings such as at our member churches locations, because we believe that relationship building is best done face to face. There will also be occasional meetings that take place in the evenings or weekends.

Please note that **applicants must live in the UK or be willing to relocate here.**