

The Anglican Communion

Job Description – Administration and Research Assistant (0.5 FTE, 20 hours a week)

Reporting to

- All Anglican Communion Office staff are under the overall leadership and direction of the Secretary General. The Administration and Research Assistant will be managed by the Head of New York Office.

Job purpose

- To serve as part of the New York-based team representing the Anglican Communion to the United Nations, providing research and administrative support for the overall UN strategy of the Anglican Communion.

Key responsibilities

- Under the direction of the Head of New York Office, assist with the work of the office
- Assist with monitoring and reporting on the UN agenda, particularly meetings, statements and resolutions relating to the office's priority areas
- Provide administrative support to the Head of New York Office and contribute to the smooth operation of the day-to-day activities of the office
- Support logistical and administrative arrangements for Anglican delegations to the United Nations in New York
- Contribute material and content for the office's various communications channels, including social media and blogs
- On occasion, deputise for the Head of New York Office at relevant meetings and events
- Any other activities as directed by the Head of New York Office

Person Specification

Qualifications, knowledge and experience

- A knowledge of, and interest in international affairs
- Some knowledge of or interest in the work of the United Nations
- Experience relating to UN or other international institutions, Christian and/or faith-based organisations, NGOs and non-profit organisations, or national governments, particularly in the context of policy, advocacy and campaigning work
- Experience in an administrative or research role
- An academic background in international relations, human rights, religious studies or a relevant and related field

Skills and Abilities

- Excellent written and verbal communications skills, with the ability to write in an informative and engaging way

- Culturally sensitive to a broad spectrum of people
- Able to assimilate rapidly many complex agendas, often in politically sensitive areas, identifying issues and priorities
- Possess a high level of personal credibility and commands the confidence and respect of others
- The ability to relate effectively to organisations
- The ability to take initiative in progressing pieces of work and prioritise competing tasks effectively
- The ability to work both independently and collaborate effectively with work colleagues

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion. This role does not require the post holder to be a communicant member of the Anglican or Episcopal Church
- Willing to work flexible hours on occasion, if required

Background Information

About the Anglican Communion

The Anglican Communion Office is the permanent Secretariat for the Instruments of Communion of the Anglican Communion, and is headquartered in London. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion.

The headquarters is based at St Andrew's House in Westbourne Park, London W11. About 25 staff are employed across the three charities. Further information about the office can be found on our website:

<http://www.anglicancommunion.org/structures/anglican-communion-office.aspx>

In New York, where this role is based, the Anglican Communion Office is based at the Episcopal Church denominational headquarters (815 Second Avenue New York, NY 10017).

About the Anglican Communion Office at the United Nations

The team is led from London by the Permanent Representative to the United Nations, who is part of the Management Team at the ACO. The role of the Anglican Communion Office at the United Nations (ACOUN) is to represent and raise up Anglican interests at all levels of the United Nations so that grassroots activity across the Communion can engage more effectively with the UN system.

The Permanent Representative is supported in London by a part-time Administration and Research Assistant and in New York by one full-time Advocacy Office/Head of Office, a part-time Administration and Research Assistant (this role) and an Adviser for the Environment, Climate Change and Sustainable Communities who works on a consultancy basis.

Our New York-based General Program and Administrative Officer recently retired after 10 years of service. We have taken the opportunity to restructure the team to create an Advocacy Officer/Head of Office role, in order to proactively represent the Anglican Communion at the United Nations institutions in New York.

The ACOUN team have two current priorities. The first is to increase awareness of the office and its function across the Anglican Communion. The second is to increase the visibility of the office across the United Nations institutions and with other key partners in New York and Geneva. The Administration and Research Assistant will support this work, with a particular focus on engagement in New York.

General Conditions

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds:

- Age
- Colour, race or ethnic or national origin
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Marital Status
- Religion or belief
- Sexual Orientation

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are;

- Respect
- Trust
- Hospitality
- Humility
- Openness

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

Right to live and work in the United States of America

The successful applicant must be able to demonstrate the right to live and work in the United States of America.

Terms of employment

Pay: \$20 per hour, plus a generous allowance of vacation, sick and personal leave

Hours of Work: Normal hours of work are **20 per week**, Monday to Friday with an hour's unpaid break for lunch. The arrangement of those hours will be agreed with the Head of New York Office at the time of recruitment.

Annual Leave: An allowance of vacation, sick and personal leave will be offered with this role, to be confirmed at the time of recruitment. The ACO leave year runs from 1st January to 31st December.

Contract: This is a permanent post, subject to a three month probationary period. The post has a minimum notice period of two weeks for employer and employee. Candidates should note that funding for this office is reviewed on an annual basis and so this contract will be reviewed at the end of each calendar year.

Applications: Applications are invited from suitably qualified persons. The application should include a full CV, a cover letter (no more than 1500 words) and the names of at least two referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: **applications@anglicancommunion.org**. The deadline for applications is **Friday 22 February 2019** and interviews will take place at the Episcopal Church denominational headquarters (815 Second Avenue New York, NY 10017) **in the week of Monday 25 February 2019**.

February 2019