

Principal Responsibilities and Duties

A Developing NECAT as an effective mission and service agency of the churches

1. Facilitate and support the churches of the North East in their relationships with one another and their wider mission in the world, by encouraging and developing the principles and practicalities of Christian unity throughout the region.
2. Enable and guide NECAT in promoting the Christian faith and responding to the changing social, political and economic context of the North East region; by developing a forward action plan for NECAT with its various members.
3. Ensure appropriate theological reflection, prayer and worship is a full part of the life and witness of NECAT in collaboration with a developing 'theological accompaniment' process.
4. Work with the NE Church Leaders as a companion member of their meeting to pray and reflect on life in the North East and thereby identify concerns, trends and celebrations for NECAT to respond to as appropriate in line with its vision and aims as agreed by the Trustees.
5. Service the Ecumenical Officers' meeting and the Local Ecumenism Group (as the Intermediate Sponsoring Body); enabling and encouraging the development and support of ecumenical working in the North East and especially Local Ecumenical Partnerships in their mission to the communities they serve.
6. Participate in and ensure the effective servicing of the sub-groups which report to the Trustees of NECAT – thus enabling the aims and objectives of NECAT to be effectively implemented, evaluated and reviewed.
7. Identify, tend relationships, build networks and partnerships with key partners (in the public, private and third sector) with aims of a similar nature to those of NECAT in consultation with the Trustees.
8. Enable the promotion and organization, with NECAT and other partners, of regional forums where issues can be addressed in consultation with NECAT's action groups and the Trustees as appropriate.

B Operational leadership and management

1. Act as the operational lead for NECAT in the North East, coordinating, and implementing the vision, aims and objectives of NECAT as agreed by the Trustees and other groups such as the Ecumenical Officers, Church Leaders, Local Ecumenism Group.
2. Seek and obtain new resources of finance and of voluntary endeavor consistent with the vision, aims, objectives and priorities of NECAT.
3. Ensure proper recruitment, management and development of staff and volunteers.

4. Responsible for all aspects of daily management of NECAT and for organizing and maintaining the office, administrative and accounting systems of NECAT.
5. Ensure the practical support of Tees Valley Ministry (TVM) as a subsidiary but independent body within NECAT.
6. Encourage and develop relationships with other ecumenical groupings.
7. Engage in on-going personal professional development and training and engage fully in personal support processes agreed with the line manager.
8. Participate in regular appraisal with a group of Trustees and an independent accompanier.

C Public relations and communications

1. Develop and sustain partnerships and tend relations with the denominational Churches, plus ethnic and newer churches, Churches Together Groups, and other faith communities.
2. Maintain and develop a churches regional database.
3. Raise profile of NECAT in region and further afield generally and more specifically with regard to church in society and faith in public life concerns.
4. Broker partnerships with public bodies and civil society networks, private, economic and third sector bodies as appropriate in fulfilling the vision, aims and objectives of NECAT as agreed by the Trustees.
5. Ensure signposting to appropriate resources for enquiries from churches, local groups, partners and individuals as appropriate.
6. Ensure the promotion of the work of NECAT to the churches and through the media and press to the region at all levels, including the development and ongoing management of web based resources, virtual communities and social media.
7. Network and liaise with Churches Together in England, Churches Together in Britain and Ireland and other national and international bodies as appropriate.
8. Represent the North East Region at the Churches Together in England Enabling Group and County Ecumenical Officers Consultation.