



# Churches Refugee Networking Officer

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**Work location:** Work from home (easy access to Oxford or Didcot essential)

**Contract:** One year initially with possibility of renewal

**Salary:** £24,000 pro rata for ten hours a week

**Accountability:** Reports to the Director in the first instance, with guidance from the Chair and Board.

## Job Description

### Job purpose and accountabilities:

You will work with others at CCOW to help network and resource Christians and churches in the Thames Valley who are interested in responding to refugees and asylum seekers and/or raising awareness of the questions around forced migration.

A. To form networks amongst Christians and churches who are responding, or would like to respond to refugees and asylum seekers. To offer churches and Christians access to theological and practical resources on issues related to migration, asylum and refugees. (80%)

B. Drawing on the knowledge and insight gained through networking and resourcing churches directly, to contribute prayer items, reflections, stories and other resources to CCOWs wider work (website, prayer emails, publications, events etc.) (20%)

## About CCOW

Christian Concern for One World (CCOW) has been established for twenty five years, working with churches and individual Christians to discern ways of “doing justice, loving kindness, and walking humbly with our God” in our globalised world.

We are an ecumenical organisation and a registered charity (No 1008146). In order to fulfil our mission of enabling people of faith - individuals and groups - to learn more about global issues and to pray and act in a way that fits with their particular calling, we focus on:

- providing high-quality information about areas of concern
- networking to enable action
- providing or signposting worship and campaigning resources
- working one-on-one with individuals or groups to deepen their life of faith and engagement with particular issues.

We have worked in greatest depth on Fair Trade-related questions, international trade issues, climate change and local environmental action, refugees and migration, and the theology/practice of international church partnerships, but our resources cover a wide range of issues.

Over the past five years, CCOW has greatly expanded the print and online resources it offers churches. In our work on migration and refugees, we have realised that many churches are keen to engage with the people and wider issues involved, but need personal support and contact with a network, as well as print or online resources. With that in mind, we have held discussions with others in our area who are working with refugees and have developed, with their encouragement, this new role.

### **Key Responsibilities:**

1. To provide networking capacity for Christians and churches responding to refugees and asylum seekers
  - a) To identify, make contact with and learn from those individuals and churches who are already responding to refugees and asylum seekers in order that their work might become part of a 'knowledge bank' which can be shared with others.
  - b) To link interested parties up through the provision of a monthly electronic newsletter offering news items, notice of new resources, prayer points, reflections, etc.
  - c) To be a point of contact for those who are interested in responding to refugees and asylum seekers, pointing them in the direction of those who can help them
  - d) To organise events (est. 2 annually) where people who are already responding to refugees and asylum seekers can share reflection, prayer, and learning.
2. To provide access to resources, both theological and practice-oriented, that can help Christians and churches who are responding to refugees and asylum seekers
  - a) To be familiar with the range of extant resources
  - b) To organise, with support from other members of the team, one event a year which looks at questions of theology or praxis in responding to refugees and asylum seekers
  - c) To provide guides to available resources that can be available for interested parties and can also be placed on the CCOW website.
3. To bring material from this work into CCOW's wider offering, helping Christians and churches who aren't directly engaged in responding to refugees and asylum seekers to understand the questions involved and areas for prayer and action
  - a) To help update the section on CCOW's website relating to refugees and migration
  - b) To write occasional items for CCOW's weekly prayer email that highlight areas for prayer and action

# Person Specifications

## Education/Training:

A degree or equivalent experience in a relevant area.

## Experience

### Essential

- An understanding of questions relating to refugees, asylum seekers, and migration
- Experience in reflecting theologically on Christian action
- Knowledge & understanding of churches and associated organisations, and of the ways in which they undertake prayer and action.
- Experience of working to form groups or coalitions and evidence of success in working with groups or individuals.

### Desirable

- Experience of research in at least one key area associated with migration or theology

## Skills/Qualities

- Commitment to helping Christians pray and act on global issues as a way of expressing love of God and neighbour.
- A desire to help churches show love of God and neighbour in their response to questions relating to forced migration
- Excellent interpersonal and networking skills, and ability to relate to a wide range of constituencies, including church leaders, refugee activists, civic authorities, refugees and others
- Communication skills, including excellent written communication. Fluency in English is essential; reading competency in at least one other language would be desirable
- Ability to work ecumenically and to create or refer people to materials that fit the needs of different church structures and traditions
- Proactive and can-do attitude
- Ability to work independently and in a 'virtual team' environment
- Effective project and time management and ability to work to deadlines

## Special Circumstances

Genuine Occupational Requirement to be a Christian, an active member of a church that is a member of Churches Together in Britain and Ireland.

## Key relationships

Director and Research and Resources Officer; Board Chair and other Board members; individuals and organisations in the Thames Valley working to support refugees, refugees and asylum seekers

## Terms & conditions

### Location

Working from home. Easy access to Oxford or Didcot essential. Costs of travel to meetings & agreed out-of-pocket expenses to be covered by CCOW.

### Length of Contract

1 year fixed term contract, with possibility of renewal

### Visa Requirements

CCOW does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK. You must have a visa that allows you to work in the UK to apply for this job.

### Hours

10 hours per week apportioned over a four week period, in a schedule which will need to be worked in agreement with the line manager.

### Probation Period

All new appointments are subject to a probationary period of 3 months.

### Holidays

Holiday entitlement is 28 days pro rata.

### Review Arrangements

The details contained in the job description reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, CCOW will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## Applying for the post

To apply, please send an up to date CV and covering letter to [info@ccow.org.uk](mailto:info@ccow.org.uk) by **20th December 2016**. Shortlisting will take place before Christmas, and interviews will take place in early January – please indicate your availability on the covering letter.