

REPRESENTATIVE OF THE ARCHBISHOP OF CANTERBURY TO THE HOLY SEE

AND

DIRECTOR OF THE ANGLICAN CENTRE IN ROME

JOB DESCRIPTION

JOB TITLE	Representative of the Archbishop of Canterbury to the Holy See and Director of the Anglican Centre in Rome
GRADE	Equivalent to a Suffragan Bishop or Cathedral Dean
LOCATION	Palazzo Doria Pamphilj, Piazza del Collegio Romano, Rome
ACCOUNTABLE TO	The Archbishop of Canterbury and the Governors of the Anglican Centre in Rome.
KEY RELATIONSHIPS	The Archbishop of Canterbury, the Archbishop's Ecumenical Secretary (currently his representative on the Governing Body of the Anglican Centre), the Secretary General of the Anglican Communion and the Anglican Communion Office (and via the ACO, with each of the Instruments of Communion), the Cardinal President and officers of the Pontifical Council for Promoting Christian Unity, the Chairman and other Governors of the Anglican Centre, the staff of the Anglican Centre including the Personal Assistant to the Director/Course Administrator, the Librarian/bookkeeper/receptionist (both based in Rome) and the Development Officer UK (based in England), the CofE Bishop in Europe and the Bishop-in-charge of the Convocation of the Episcopal Church in Europe
BACKGROUND	The Anglican Centre in Rome promotes Christian unity in a divided world. It is a permanent Anglican Communion presence in Rome, exercising a ministry of hospitality and prayer, and providing educational opportunities and resources. Its Director is the Archbishop of Canterbury's Representative to the Holy See.
JOB SUMMARY	The post-holder acts as a two-way Ambassador between the Vatican and both the Archbishop of Canterbury and the wider Anglican Communion. The combined roles of Representative of the Archbishop of Canterbury to the Holy See and Director of the Anglican Centre in Rome are as a consequence multi-layered, binding together representational, educational, pastoral and interpretative elements. It is in the light of this broader context that the work of Director of the Anglican Centre can be understood.

MAIN DUTIES AND RESPONSIBILITIES

The responsibilities of the post-holder (who will be a bishop or priest of a province of the Anglican Communion) encompass the following:

Representational

The post-holder will maintain the formal representational role to the Holy See on behalf of the Archbishop of Canterbury (the only such ecclesiastical Representative in Rome, accredited to the Pontifical Council for Promoting Christian Unity and predating the existence of the Centre); and will also serve as a point of contact for the wider Anglican Communion, in order to:

- maintain, through the Anglican Centre, a symbol and embodiment of the Anglican Communion's commitment to the vision of the one, holy, catholic and apostolic Church.
- develop the relations between the See of Canterbury and the See of Rome, and through them to promote developments between the Anglican Communion and the Roman Catholic Church.
- assist in keeping the offices of the Roman Curia and other institutions in Rome informed about developments within the Anglican Communion and the Anglican Communion informed about developments in the Roman Catholic Church.
- identify and promote joint Anglican-Roman Catholic endeavours consonant with the agendas of both ARCIC and IARCCUM including study and mission projects, and to build effective structures for common action.

The development of good relationships with the dicasteries of the Roman Curia (and attendance at their events and seminars) is central to this, for which effective working relations with the Pontifical Council for Promoting Christian Unity (the dicastery of reference) is foundational.

The Director reports to the Archbishop of Canterbury, as required by him, in relation to the role as Representative to the Holy See. He/she will liaise closely with staff at Lambeth Palace concerning the Archbishop of Canterbury's interests and priorities and will assist with visits to the Vatican in the furtherance of these concerns. In addition, he/she will liaise closely with the Anglican Communion office.

Ministerial

The post-holder's role in witness and ministry is:

- To provide a welcoming and ecumenically open place of prayer, worship and hospitality for Anglicans and others who are visiting or residing in Rome.
- To oversee the Centre's practical support and advice for pilgrims and travellers.
- To provide, or arrange for the provision of, pastoral support to visitors and Anglican ordinands who are studying in Rome.
- To offer the Centre as a quiet place of spiritual and intellectual renewal for sabbaticals, meetings and study.

- In co-operation with All Saints (CofE) and St Paul's (TEC), the two Anglican communities in Rome, to provide a living and integrated witness for Anglicanism in the heart of Rome.
- To raise the profile of the Centre in the entire Anglican Communion by travelling, preaching, lecturing and promoting the work of the Centre for fund-raising purposes on a basis agreed with the Governors.
- To take an interest in and encourage Anglican-Roman Catholic relations throughout the Communion, carrying out occasional visits within the limitations of budgetary constraints.

The post-holder may, but need not necessarily, hold the relevant permission of the local Anglican ordinaries: the CofE Bishop in Europe and the Bishop-in-charge of the Convocation of the Episcopal Church in Europe.

Educational

- To interpret the Anglican Communion to the Roman Catholic Church and the Roman Catholic Church to the Anglican Communion. This will involve research and analysis and liaison with relevant contacts and specialists.
- To inform and promote Anglican-Roman Catholic relations, by providing current information on (a) Anglican-Roman Catholic relations internationally and locally for the Anglican Communion and (b) activities within the Anglican Centre.
- To initiate, organise and operate profitably seminars and other educational opportunities in Rome for Bishops and other leaders within the Anglican Communion. The training of leaders will be informed by the continuing Ambassadorial work of the Director keeping him/her up to date with developments within the curia and more widely within the Roman Catholic Church.
- To provide a wide range of courses for clergy and laity of the Anglican Communion with the objective of informing the participants about the history, spirituality, worship, art and theology of Western Christianity from its earliest days. This again will be informed by the work of ARCIC, IARCCUM and other bodies with whom the Director will have engagement; many of these courses will have a specific link with this ecclesiological and ecumenical focus.
- To provide opportunities for Anglicans to be nourished by the artistic and spiritual heritage of 2,000 years of Western Christianity.

Library

It is the responsibility of the post-holder to maintain and develop the Anglican Centre library, the largest library on Anglicanism on the European Mainland (15,000 volumes), as a library widely representative of Anglican theology (within a budget approved by the Governors) and to ensure that it is available at appropriate times for academics, students and other interested in Anglicanism. Through this the Centre also offers a different sort of witness and hospitality to students, scholars and interested lay people throughout all the churches.

Communication

The Director will oversee systematic reporting to the Anglican Communion and beyond, through regular and social media and in particular through the publication at least twice a year of ACR Centro, the journal of the Anglican Centre. In this task the Director, as editor, is assisted by the Development Officer and contributions from Governors from various provinces within the Communion. The Director is responsible for the oversight rather than day to day responsibility for the Centre web site.

Five Year Plan

The Director will have the main responsibility for leading the implementation of the new Five Year Plan which sets goals and a renewed vision for the Centre and which was approved by the Governors in May 2012.

Management

The post-holder reports both to the Archbishop of Canterbury and to the Governors of the Centre. In particular it is his/her responsibility:

- To report regularly (at least quarterly) to the Governors (in writing or orally as appropriate) and to keep them well informed about activities, developments and proposed initiatives.
- To report to the Archbishop of Canterbury in person not less than twice a year, and to liaise regularly according to need with his Ecumenical Secretary, in relation to all activities as Representative of the Archbishop of Canterbury to the Holy See.
- To control the finances in Rome of the Anglican Centre within a budget approved by the Governors and as directed by them.
- To manage the other staff of the Anglican Centre, based in Rome, currently being:
 - part time Personal Assistant to the Director and Course Administrator
 - part time Librarian, receptionist and book keeper
 - occasional secretarial assistance
 - part time cleaner/housekeeper.

The Chaplain of All Saints Church, Rome, is also part of the team as the Course Senior Tutor.

The staff configuration is currently under review.

Other relationships

The post-holder is required to maintain and develop a significant number of other relationships and in particular:

- To liaise constructively with all the various staff at Lambeth Palace and at the Anglican Communion Office responsible for any matters relating to the Vatican and to the Anglican Centre.
- To liaise with PCPCU, the British and other Ambassadors to the Holy See and the UK and other Nuncios
- To liaise with the Primates, leaders and ecumenical representatives of the Anglican Communion

- To liaise with specialists in Anglican-Roman Catholic relations
- To liaise with and encourage the Friends of the Anglican Centre in Rome in the various countries where groups of Friends are active (currently England, the USA, Canada, Australia and New Zealand)

Residence

Accommodation is provided for the post-holder at the Anglican Centre, which occupies a large apartment in Palazzo Doria Pamphilj, at Piazza del Collegio Romano 2, 00186 Rome, Italy.

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PERSON SPECIFICATION

A person of experience and stature.

A bishop or priest of the Anglican Communion.

A diplomat with good oral and written communication skills, sound political judgement, and evident cultural sympathy. The post-holder would need to relate proactively with a wide range of people, including Cardinals, Vatican officials, Anglican Communion and Lambeth Palace staff, Primate, visiting bishops, clergy and laity.

Theologically able. An ability to understand and communicate to others the essence of the theological and missiological discussion between the Anglican Communion and the Roman Catholic Church.

An aptitude for collecting, organising and analysing information from a wide range of sources, and distilling them into an appropriate and succinct form for briefing purposes.

A willingness and an ability to represent the breadth of the Anglican Communion.

Good linguistic ability. A knowledge of Italian is preferable and a willingness and ability to learn Italian is essential.

An ability to oversee and contribute to the courses offered by the Centre.

A person of prayer who will sustain the liturgical and spiritual life of the Centre.

An aptitude for developing constructive relationships with organisations and individuals and for working in partnership with others.

Management skills. The ability to manage a small staff team (all of whom are at present part time) consisting of a Personal Assistant to the Director/Course Administrator, a librarian/bookkeeper/receptionist, the Course Senior Tutor, an occasional secretarial assistant and domestic staff and to oversee the administration of the Centre.

Flexibility and humility. The willingness to work collaboratively and to facilitate activities ranging from visits to Rome by the Archbishop of Canterbury and other Primate and bishops of the Anglican Communion, as well as to welcome parish visits and those of individual clergy and laity.

TERMS AND CONDITIONS

1 Job Title

Representative of the Archbishop of Canterbury to the Holy See and Director of the Anglican Centre in Rome

2 Job Description

As above

3 Accountability

The post-holder is responsible to the Archbishop of Canterbury and to the Governors of the Anglican Centre in Rome through their designated representatives. An annual review will be carried out jointly by the Archbishop's representative on the governing body (currently his Ecumenical Secretary) and the Chair of the Governors.

4 Employment

The post-holder is employed by the Anglican Centre in Rome, a UK company limited by guarantee which is also registered as a charity.

5 Salary

The salary, which is payable monthly in arrears, is paid at the same rate as a Suffragan Bishop in the Church of England, which with effect from 1 April 2012 is £32,470 per annum for full time service.

6 Accommodation

Free furnished accommodation is provided at the Centre. The accommodation is suitable for a single person or for a married couple, but is not adequate for children. The Centre is responsible for rent, repairs, lighting, heating, power and telephone.

7 Taxation

The post-holder will be responsible for any liability to personal taxation whether in Italy or elsewhere.

8 Pension

Pension arrangements will be available. The details will depend upon the nationality of the person appointed.

9 Passages

The cost of travel to Rome from the country of origin for the post-holder (and his/her spouse) will be met, on taking up the appointment, and also the cost of returning to the country of origin at the end of the period of service. During the period of this contract, the Anglican Centre will also pay for one return journey each year from Rome to the country of origin for the post-holder (and his/her spouse) for home leave.

10 **Moving expenses**

The cost of freight for the post-holder's baggage and any household items, on taking up his appointment in Rome, will be met up to a maximum of £1,500. A similar sum will also be payable at the end of the contract for the return of personal possessions from Italy to the country of origin on finally leaving the service of the Anglican Centre.

11 **Leave**

The post-holder is entitled to 6 weeks leave per annum, i.e. 30 working days and all local public holidays. A further five days may be taken as a spiritual retreat.

12 **Sickness**

In the event of inability to work owing to sickness, as certified by a registered medical practitioner or hospital, the post-holder will be entitled to be paid in full for up to 3 months, less any benefit payable by any Government Social Security Scheme, followed by up to a further 3 months on half pay.

13 **Term**

It is hoped that the post-holder will remain in post for a period of three to five years.

14 **Notice**

The contract may be terminated by six month's notice in writing on either side.

15 **Grievances**

In the event of any grievance arising during the course of the post-holder's employment, he/she should initially take the matter up with the Treasurer or the Archbishop's representative on the Governing Body, but if the matter cannot be resolved he/she shall have a right of appeal to the Governors. The decision of the Governors shall be final.

16 **Law**

This employment shall be governed by English law.

BACKGROUND INFORMATION

1 The Anglican Centre in Rome is a United Kingdom company limited by guarantee (Company No 2604444) and registered as a charity (Charity No 1003666).

2 The Governors of the Anglican Centre are:

The Rt Revd Stephen Platten
Bishop of Wakefield

Chairman

Mrs Mary Reath

Vice-chair
Nominated by the Presiding Bishop of The
Episcopal Church

The Most Revd David Moxon
Archbishop of the New Zealand Dioceses

Anglican Co-chairman of ARCIC

The Revd Canon Jonathan Goodall
The Archbishop of Canterbury's Personal
Chaplain and Ecumenical Secretary

Nominated by the Archbishop of Canterbury

The Revd Canon Kenneth Kearon

Nominated by the Anglican Consultative
Council

The Revd Barry Nichols
(Retired Partner Ernst & Young)

Treasurer

The Most Revd Bernard Ntahoturi
The Archbishop of Burundi

Co-opted

Vacancy

A bishop nominated by the Presiding Bishop
of The Episcopal Church

3 Staffing arrangements

The Current staffing arrangements are:

The Director (full time)

Part time Personal Assistant to the Director/Course Administrator (20 hours per week),

Part time Librarian, receptionist and book keeper (22.5 hours per week),

Part-time secretarial assistant (5 hours per week, as required)

Part time cleaner/housekeeper (16 hours per week)

The Chaplain of All Saints Church, Rome (who is also currently Archdeacon of Italy and Malta), is also part of the team as the Course Senior Tutor.

The staff configuration is currently under review.