ICS VOCATIONAL INTERNSHIP PROGRAMME

JOB DESCRIPTION

Post: ICS Intern/Assistant
Location: The Pro-Cathedral of Holy Trinity Brussels
Employer: The Pro-Cathedral of Holy Trinity Brussels funded by ICS
Accountable to: Canon Dr Gary Wilton
Hours: 20 hours per week - Monday to Thursday 9.00am-1.00pm
Friday 2 hours as agreed;
Sunday 2 hours as agreed
Location: Holy Trinity Church House
Period: September 2012 to June 2013
Holidays: 2 weeks at Christmas & 1 week at Easter
Review: Probationary period 3 months

The role of the Archbishop of Canterbury’s Representative to the European Union

Being an ambassador for the Archbishop of Canterbury and the Church of England in relation to the EU Institutions involves:

- Developing and maintaining strategic relationships with key senior EU personnel
- Maintaining a strong grasp of the Church of England’s beliefs, policies and values, with particular reference to the priorities of the Europe Panel and Lambeth Palace
- Facilitating meetings and discussions between Lambeth Palace, bishops and other senior personnel with relevant officials in Brussels
- Sharing in the development of the mission and outreach of Holy Trinity and raising its profile within the European quarter and the diocese, as a Residentiary Canon.
- Leading the 7pm Community which includes a significant number of people in their 20s and 30s, and contributing to the wider liturgical and teaching ministry of the Pro-Cathedral
Nature and Purpose of the Vocational Internship:
This is an exciting and developmental opportunity for a postgraduate /graduate to gain experience of contributing to Christian mission and ministry in a pioneering context and at the interface between the Church and the institutions of the European Union in Brussels.

For further information please visit the websites of ICS, the Church of England and the Pro-Cathedral of Holy Trinity Brussels:

http://www.ics-uk.org/
http://www.churchofengland.org/
http://www.holytrinity.be/content/7-pm

Tasks:
1. Basic Administrative duties including recording expenses, filing, responding to phone calls and emails
2. Booking appointments, diary planning, organising meetings and making travel arrangements
3. Attending and noting meetings in the EU Institutions
4. Researching policy issues relating to the Representative’s current priorities including monitoring the work of the EU Institutions in relation to particular policies
5. Liaising with Ecumenical Partners
6. Providing refreshments for visitors
7. Supporting the administration of the 7pm community
8. Participation in prayer meetings at Holy Trinity and in the Parliament or the Chapel of the Resurrection
9. Participation in the ministry of the 7pm community
10. Other tasks commensurate with the post

Other Voluntary Opportunities:
11. Attend House Group linked to the 7pm Community
12. Observe the wider ‘civic/cathedral’ ministry of the Pro-Cathedral
13. Vocational exploration
The successful candidates are likely to be/have:

- Sympathy with the mission and values of the Church of England
- Interested in exploring and experiencing pioneering Christian mission and ministry in the Brussels context
- A first or second degree in a relevant subject
- Good interpersonal and communication skills
- Ability to work confidentially
- Committed to ongoing learning and development
- Confidence to live and work in an international setting
- Interested in Europe and the EU
- Able to work on his/her own initiative
- Familiar with Microsoft Office
- Native level English language
- The right to reside within the European Union

Proficiency in an EU language other than English would be advantageous. An Enhanced Disclosure will be required. The gross salary for this part-time post will be c.700 euros a month dependent on the health insurance costs of the successful candidate.

Social security and health insurance provision in Belgium is complex and will vary according to an individual’s needs. Members of the 7pm community will be able to assist the person appointed to find appropriate accommodation.

Given that the internship is part-time, candidates may wish to combine this position with further studies, ministry training or other part-time employment.

If you would like to apply for this opportunity please send your CV, including the names of two referees and a letter explaining what has attracted you to apply, to Canon Dr Gary Wilton at the above address – marked ‘Vocational Internship’. We would also be interested to learn about the relevant knowledge, experience or skills that you would bring to the role.

The closing date for applications is 25 June 2012. We are currently planning to interview candidates week commencing 2 or 9 July either in Brussels or London or by skype.

ICS spreads the good news of Jesus Christ to English-speaking people through church planting, church growth projects, and outreach to tourists. ICS is an international Anglican mission agency.