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RECRUITMENT



Catholic Bishops' Conference of England and Wales

Department of Dialogue and Unity

Secretary to the Committee for Relations with Other Religions

Victoria SW1

Salary: £18,300 plus Benefits

The Catholic Bishops' Conference of England and Wales (CBCEW) is the permanent assembly of Catholic Bishops in these countries. The Catholic Trust for England and Wales (CaTEW) is a Trust established by the Bishops' Conference to be the instrument required by civil law to enable financial and juridical actions to be legally carried forward.

We are seeking to appoint a part-time Secretary to assist the Bishop Chairman in his management of the Committee for Relations with Other Religions within the Bishops' Conference Department of Dialogue and Unity. The post holder will ensure that the Bishop Chairman of the Committee for Relations with Other Religions is informed of any concerns, issues and events regarding interreligious work, especially as they impact on the work of the Committee. The post holder will be responsible for the preparation of meetings, agendas and minutes of the Committee in consultation with the Bishop Chairman. The post holder will also represent the Bishop Chairman at events and meetings within the Bishops' Conference and at interreligious and ecumenical meetings as required by the Committee Chairman.

To be successful for this role, applicants must be fully conversant with the Catholic Church's teaching on interreligious dialogue, have knowledge of major world religions and especially those present in England and Wales. Applicants must also have experience in interpersonal and communication skills, including adult formation.

We are seeking a committed member of the Catholic Church for this role. Because of the nature of this post and the representative requirements it entails, we have applied a Genuine Occupational Requirement under Section 7 of the Employment Equality (Religion and Belief) Regulations 2003.

If you would like to discuss the role informally and in confidence, please contact Monsignor Andrew Faley, Assistant General Secretary of the Department of Dialogue & Unity on 020 7901 4811. To apply, please download an application pack from http://www.catholicchurch.org.uk/ccb/catholic_church/catholic_bishops_conference_of_england_and_wales/recruitment/current_vacancies. Alternatively, email recruit@cbcew.org.uk or telephone 020 7901 4816. Closing date is midday on 11 September 2009. NO RECRUITMENT AGENCIES PLEASE.

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