



# International Anglican Family Network (IAFN) Coordinator

## Background

The International Anglican Family Network (IAFN) is one of the Networks of the worldwide Anglican Communion. Working with those involved in the development and delivery of family ministries, IAFN engages across the Anglican Communion to celebrate the God-given potential of the family as a source of thriving relationships, identity, belonging, discipleship and reconciliation. Out of this celebration IAFN is an advocate for the family in the face of behaviours which diminish this potential, sharing stories of hope, promoting family care and sustaining the family as the cradle for human dignity.

With a credibility rooted in the knowledge and experience of Network members and their work, IAFN's main developmental contribution is made through the publication of specific-themed newsletters and occasional regional consultations.

IAFN has a management committee with an international membership which meets regularly with the IAFN Coordinator to develop, manage and review the contribution of IAFN.

For more information about IAFN, see <http://iafn.anglicancommunion.org>.

## Summary

The IAFN coordinator will support the IAFN management committee in enabling and facilitating the exchange of news, information and resources among those who have a passion for promoting the well-being of families and their communities. The IAFN coordinator will be UK-based and, for the most part, home-based. A 'hot desk' is available for occasional use at the Anglican Communion Office in Westbourne Park, London.

## Person specification

| The IAFN coordinator will have:   | Evidence shown in CV/ covering letter | Demonstrated at interview |
|---|---------------------------------------|---------------------------|
| self motivation, and passion and energy for the aims and concerns of the Network                              | ✓                                     |                           |
| an understanding and experience of creating and sustaining productive networking relationships at all levels  |                                       | ✓                         |
| demonstrable communication skills   | ✓                                     |                           |
| awareness of, and sensitivity to cross-cultural issues  |                                       | ✓                         |
| excellent IT and social media skills and an ability to use them strategically                                 | ✓                                     | ✓                         |
| an ability to work cheerfully and flexibly  |                                       | ✓                         |
| an understanding of the Christian faith and its expression through the diversity of the Anglican Communion.   | ✓                                     |                           |
| DESIRABLE: experience of gathering, editing and disseminating information and resources in a variety of media | ✓                                     |                           |

## Responsibilities

The IAFN Coordinator will:

- provide executive support to the management committee
- contribute to the development of IAFN policy, strategy and plans, and implement decisions
- liaising with the IAFN Chair and the Anglican Communion Office, convene, draw up agenda, attend, and take and circulate minutes for meetings of the IAFN management committee (normally held at the Anglican Communion Office in Westbourne Park, London)
- manage the IAFN budget and, liaising with the Director for Finance at the Anglican Communion Office, provide management committee meetings with an up-to-date statement of account for the Network
- establish and maintain relationships with donors and keep them up to date with IAFN's plans and activities; and prepare reports and applications for grants
- build up and maintain a list of relevant contacts in all the member Churches of the Anglican Communion
- gather stories, edit and produce two to three newsletters per annum (liaising with the proof-reader, designer and printing/mailing organisation), on themes agreed by the management committee and with the assistance of the management committee in sourcing articles
- identify and seek a relationship with Anglican mission agencies and bodies which share IAFN's desire to promote the flourishing of families and the God-given dignity of every family member
- work with the relevant Anglican Communion Office staff member(s) to promote and maintain the IAFN Facebook page and website, and any further communications and social media tools which may be instigated by the IAFN management committee
- support the designated coordinator for IAFN regional consultations which may take place every three to five years.

The IAFN Coordinator may occasionally be asked by the IAFN management committee to represent the Network at Anglican conferences, meetings of donor bodies, etc (with appropriate remuneration and expenses met by IAFN), in order to promote IAFN's aims and build up the Network's membership. This may require travel overseas.

## Hours and Remuneration

The IAFN Coordinator will normally work for 15 hours per week at an hourly rate of £12.60. An annualised leave entitlement will be accrued on a pro rata basis. There is a contributory pension scheme.

Applications are invited from suitably qualified persons. The application should include a full CV and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

The deadline for application is 5.00pm on 6 January. Interviews will take place at the Anglican Communion Office on 18 January 2017.

Applications should be sent to: [applications@anglicancommunion.org](mailto:applications@anglicancommunion.org). All applications and enquiries will be treated in strict confidence.