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Job Description and Person Specification

Dean of St George's College, Jerusalem

February 2018

The Diocese of Jerusalem

The Diocese of Jerusalem includes five countries of the Middle East (Lebanon, Syria, Jordan, Palestine and Israel) with 24 parishes and more than 30 institutions; as well as St George's College these include two major hospitals – one in Gaza and one in Nablus, vocational colleges, rehabilitation centres and 17 schools. In the forthcoming years, the Diocese plans to re-open its church in Jaffa, build new churches in Amman and the Galilee, as well as provide a new institution in war-torn Damascus.

Centred around Jerusalem, the Diocese provides a unique and transformative spiritual resource for Anglican pilgrims from around the world, with a welcome that enables it to be considered for many "home away from home".

As one of the 13 officially recognised churches in Jerusalem, the Diocese of Jerusalem is an important participant in the Christian and Interfaith communities of the Holy City.

For more details regarding the Diocese of Jerusalem please contact either the Diocesan office or see <http://www.j-diocese.org/>

St George's College, Jerusalem

Mission statement

St George's College, Jerusalem, is an Anglican community of education, hospitality, pilgrimage and reconciliation. Through study, site visits, engaging with the local community, prayer and reflection lives are transformed and faith renewed.

Vision

To provide a profound, authentic and spiritually nourishing encounter in the Holy Land

St George's College is situated within the Cathedral Close along with the Diocesan Offices, the Cathedral Pilgrim Guest House and St George's School. As a Diocesan institution it offers unique resource both to its local community and for the Anglican Communion, providing Christians from all traditions with a wide choice of courses which offer opportunities for profound, authentic, and spiritually nourishing encounters with the Holy Land. The Archbishop of Canterbury is its Patron.

The College's courses take a holistic approach, combining site visits with prayers, lectures, Bible study and encounters with local people. All combine study, spirituality and travel; some focus on rediscovery of the Palestine of Jesus, some on interfaith issues relating to the three monotheistic faiths of Judaism, Christianity and Islam, and some investigate the Holy Land from a basis in a particular theme. Teaching takes place in the College, during coach journeys and at sites of interest. All courses are offered in the context of education for justice and peace in the context of the College's environment in East Jerusalem (close to the walls of the Old City), Palestine, Israel and the Middle East.

A further particular feature of the College's courses is the development of a close community among each group of course participants. Fees include all meals during courses, and accommodation in its own secure first class accommodation which includes a chapel, library, lecture hall, sitting room and roof-top terrace. The College has very close connections with the Cathedral, next door to it in the Close, and course participants are of course very welcome to worship there and in other churches in the City as the course allows.

The College's permanent security, office and maintenance staff are Palestinian Christians. The Dean and Director of Studies are usually appointed from elsewhere in the Anglican Communion and play an important part in the religious life of the Cathedral and the Diocese. Other Clergy are also recruited to work alongside them on a voluntary basis for 6-12 months as chaplain to course participants and College staff. The College is an integral part of the Cathedral Close community.

The College's governing Foundation meets annually and comprises

- The Archbishop in Jerusalem* (Chair)
- The Chairs of the College's three regional committees* (North America, UK, Australia/New Zealand)
- A representative from the Anglican Consultative Council*
- A representative of the Province of Jerusalem and the Middle East
- 2-4 local Palestinian Christians appointed by the Archbishop

An Executive Committee (members marked * above) meets four times each year to manage its affairs on behalf of the Foundation.

The Foundation has identified the following as strategic aims for the next 5 years:

- Wider participation in courses from the Anglican Communion worldwide
- Targeting ordinands and younger clergy to take part in courses
- Supporting the Diocese of Jerusalem and connecting with the living stones of the local Church
- Developing inter faith courses
- Encouraging lay formation
- Raising the scholarly profile of the College

Job Description: Dean of St George's College, Jerusalem

The initial appointment is for three years but is renewable subject to a review of the post and the needs of the College.

Job summary

The Dean works closely with the Archbishop in Jerusalem to achieve the College's Vision and Mission, to fulfil the aims of its 5-year strategic plan, and to develop and oversee the quality and range of its courses and hospitality.

Accountability

The Dean is accountable to the Archbishop in Jerusalem and to the College's Executive Committee. He is required in particular to develop a trusting working relationship with the Archbishop, while also working in partnership with members of the Executive and others associated with the Diocese.

Key relationships

- The Archbishop in Jerusalem and the Middle East
- Members of the College's Foundation
- Members of the College's Executive
- The Dean of St George's Cathedral
- The Chaplain to the Archbishop
- Diocesan staff
- The staff of St George's College
 - Program Staff:
 - Course Director.
 - Liaison and Logistics
 - Admin Staff:
 - Associate Dean
 - Admin and Finance Officer
 - Registrar
- Visiting course leaders
- The Anglican Communion Office

Main duties and responsibilities

The Dean is responsible for:

- Upholding the vision and mission of the College under the auspices and in consultation with the Archbishop.
- Leading the College into a period of growth by rolling out the Foundation's 5-year Strategic Plan and, in particular:
 - promoting the College's courses throughout the Anglican Communion
 - particularly attracting ordinands and those in the early stages of ministry while also encouraging lay formation.
 - Building links with partner dioceses and institutions
 - Developing opportunities for inter faith work and courses
 - Supporting the Diocese in Jerusalem
- Ensuring and improving the College's financial security in liaison with the Diocesan Accountant and the College's Accounts Manager.
- Overseeing the College's teaching, developing generic and custom-made courses and ensuring quality academic standards; close liaison with the Course Director, other course leaders and the Associate Dean.
- Working within the governance structure of the College, liaising closely the Archbishop, members of the Executive and the Diocese's legal advisers, and reporting as required ensure that the Archbishop and Members of the Executive are well-informed about activities, developments and proposed initiatives.
- Acting as a Priest in the ministry team of the Cathedral, working closely with the Dean and the Archbishop's Chaplain; ministering elsewhere in the Diocese as required
- Managing all the College staff, empowering and motivating them to work towards the College's vision.
- Ensuring that the College complies with Diocesan policies and procedures.
- Developing the College's resources, including its IT provision and library, to reflect the needs and expectations of course participants and staff.
- Ensuring that the College's marketing and communications are effective and of the highest quality; supporting Regional Committees in producing more tailored communications for particular local audiences.
- Ensuring the continued quality of the College's facilities and building.
- Other roles as necessary to ensure that the College continues to achieve its Vision and Mission.

Performance Indicators:

- The Dean's performance will have an annual appraisal. Part of this will include measuring his performance against his success in achieving the responsibilities above.

Remuneration package

- Salary and benefits to be negotiated
- Accommodation in the College Deanery; small garden attached
- Use of a car
- 4 weeks' annual paid holiday
- 5 days of annual retreat

- 2 weeks annually for continuing education and reflection
- Transport for the Dean, family and personal effects to Jerusalem at the start of the appointment and back to his home country at the end.

Person specification

	Essential	Desirable
Ordained priest in the Anglican/Episcopal tradition	x	
A faith grounded in prayer; respectful and considerate of others' faiths	x	
Able and willing to work under the Canons of the Diocese of Jerusalem. NB: These do not allow for the ministry of women priests	x	
Demonstrable ability to develop a trusting, collaborative working relationship with an immediate manager, colleagues and a governing body	x	
Humility and flexibility to work collaboratively with others both in the Diocese and across the Anglican Communion; aptitude for partnership working and for developing constructive relationships with organisations and individuals	x	
Experience of successful strategic leadership and business planning, business management and governance, staff management and development, financial management and 21 st century marketing	x	
Experience of leadership in an educational environment		x
Excellent oral and written communication skills; ability to relate well with people from a wide range of traditions and cultures; strong customer focus	x	
Experience which demonstrates commitment to the values which are behind the Vision and Mission of St George's College		x
Sound political judgement; demonstrable capacity to work with diplomacy, sensitivity and flexibility within a diverse religious context and Middle Eastern cultures.	x	
Experience of inter faith work; willingness to develop the College as a base for quality inter faith courses	x	
Good understanding of theology; prayerful approach to developing the liturgical and spiritual elements of College life and courses	x	
Excellent academic qualifications commensurate with leading a high-profile educational establishment.	x	