**Friends World Committee for Consultation**  
**General Secretary Job Description**

**Mission Statement:**  
*Answering God’s call to universal love, FWCC brings Friends of varying traditions and cultural experiences together in worship, communications, and consultation, to express our common heritage and our Quaker message to the world.*

**Job Title:** General Secretary  
**Reporting to:** Central Executive Committee (CEC)  
FWCC Clerk is line manager  
**Responsible for:** FWCC World Office staff  
Collaborative work with four Section offices and FWCC officers  

**Job Purpose:** The General Secretary is a spiritual and organizational leadership position, responsible for the governance and care and good operation of the World Office in collaboration with the four Sections, which operate independently and work together in cooperation. The purpose of FWCC is to gather Friends together in a variety of ways, offering a convening function that assists Quakers in sharing their faith, learning from each other, and working together. FWCC provides an international profile for Quakers and supports the overall vitality and engagement of the Religious Society of Friends around the world.

Within this overall purpose, the role of the General Secretary will be shaped by the individual who serves in the position, under guidance from the Central Executive Committee (CEC) and periodic World Plenary Meetings (WPM). Parameters of the job are listed here as a guide. We have included more rather than less, and recognize that not all applicants will possess all the gifts and experience as listed.

**Key accountabilities and main tasks:**

**Convening function**
- World Plenary Meeting in 2023 (2030, 2037 100th Anniversary) (Organized by the International Planning Committee and Local Arrangements Committee)
- Ensure planning of World Quaker Day across Sections
- With staff, plan online conferences and webinars on variety of topics
- Assist with World Gathering of Young Friends as needed
- Write annual Yearly Meeting greeting letters (sent by Database Coordinator)

**Representing Friends at the global level**
- *Quaker United Nations Offices in New York and Geneva*: serve on governing committees in both New York and Geneva; one in person meeting per year each, and multiple online meetings; serve as co-clerk as needed, monitor General Consultative Status at the United Nations (FWCC is holder of this status)
- *United Nations work in Vienna*: appoint and support Crimes Commission meetings in Vienna and the international Congress
- *World Council of Churches (WCC)*: attend Central Committee (every 2 years) as observer; organize representation at WCC Assemblies (every 7 years)
Christian World Communions (CWC) Conference of General Secretaries, annual
- Work with other Quaker agency organizations: Quaker Council for European Affairs, Friends Committee on National Legislation (US), Quaker Peace & Social Witness, American Friends Service Committee, etc.
- Review and sign proposed statements in our name (QUNO); international faith statements
- Attend global ecumenical and interfaith events

Supporting Section and World Office integration
- Facilitate the convergence of the work of the Sections and the World Office toward an integrated and aligned entity
  - Plan Secretaries’ Retreat and regular calls
  - Attend all Section meetings
- Central Executive Committee (CEC): Work to support collaborative work as One Organization

Leadership, strategic planning, and organizational health
- Continuous dialogue and mutual support with FWCC clerk and treasurer
- Strategy Group: meets quarterly, reports to the CEC
- Propose strategic areas of work to the CEC
- Organise annual and online CEC meetings
- Carry out Global Fundraising Campaign, prepare materials to use across FWCC and fundraise on behalf of FWCC
- Support donor communications and relationships
- Write grant proposals for strategic work

World Office Committees:
- International Finance Committee – quarterly online
- Staff Advisory Committee – meets with staff 2 times per year
- International Planning Committee – 2-3 times before World Plenary Meeting, many more online meetings, work with Local Arrangements Committee
- Assist with International Nominations Committee (GS does not attend)
- Meet with General Secretary Support Committee
- Support International Membership Applications Committee (GS does not attend)

Britain Yearly Meeting: Meet annually and report to the Quaker World Relations Committee, Quaker Committee on Christian & Interfaith Relations, and the Quaker Africa Interest Group

Travel in the Ministry
- Provide inspiration and diversity work – cultures, languages, theology, countries, etc.
- Work across theologically diverse Quaker groups
- Speak to groups of Friends whenever possible
- Attend yearly meetings in different Sections whenever possible
- Attend Friends United Meeting Triennials
- Generally, travel to each Section every two years

Amplifying the Quaker voice and building networks
- Articulate FWCC purpose
- Staff support these programmes with General Secretary engagement:
  - Sustainability and Addressing Issues of Equality
Office administration & financial management
- Management of small office and staff in Friends House, London
- Immigration and visa issues: UK Border Agency registered employees
- Compliance with UK law

Staff responsibilities with GS oversight:
- Data protection reporting
- Monitor overall finances and Section sharing arrangements
- Monitor cash flow

With treasurer: Report to Charity Commission & ensure adequate insurance coverage

Staff responsibility for communications with GS involvement:
- Friends World News (2 times per year), periodic e-newsletter, social media (Facebook, Twitter, Instagram), occasional publications
- Publish the world map: Finding Quakers Around the World
- Friends Around the World (directory, web and periodic book)
- Publish epistles from around the world

Demands of the job:
Must be able to articulate and implement a corporate vision for the world organization
Must be willing to live in the Greater London area
Must have the stamina and organizational capacity to travel internationally
Must have the discipline and oversight to keep things moving and to engage staff and volunteers in the work
Need an ability to write quickly and efficiently as there is much generation of written material
Need the ability to synthesize diverse information into effective communications
Must have an ability to work with differences in culture, often with different senses of timing or different expectations

Personal Skills and Experience:
(These gifts and qualifications will come in different proportions for each individual.)

Essential experience and knowledge
Active member of the Religious Society of Friends (required)
Knowledge of and respect for all the Quaker traditions across the world family of Friends (required)
Familiar with the Bible and Christian traditions
Fluency in English (required)
Experience of successful office administration, including managing and supervising staff, budgeting, and financial administration
Experience of fundraising, grant writing and major donor fundraising
Experience organizing meetings, both large and small
Experience working with Quaker committees

Desired but not required
Speak a second or more languages
Experience of working in ecumenical and interfaith settings
Familiar with international Quaker and Christian organizations
**Essential qualifications**
Excellent communication skills, both written and verbal *(required)*
Capacity to travel for frequent and extensive periods *(required)*
Competent at public speaking, both prepared and spontaneous
Able to think strategically
Able to work cooperatively with and take advice from others
Comfortable talking about personal spiritual life
Comfortable with the Bible and Christian conversations
Cognizant of both details and the larger picture
Capable of dealing with government regulations
Capable of organizational and event planning
Ability to navigate cultural and theological diversity
Able to represent Quakers well in wide variety of settings
Able to catalyse and facilitate international networks of Quakers

**Personal Qualities**
Good leadership ability
Good listening skills
Tactful, diplomatic, and tolerant manner
Honest and reliable
Good interpersonal and networking skills

March 2020