**Role Description and Information**

**for Position of Dean of St George's College, Jerusalem**

**Vision:**

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

**College 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 Christian community, prayer and reflection, lives are transformed and faith renewed.*

**The College:**

St George’s College, Jerusalem, exists to enable its students to study the Bible and visit archaeological sites in the Holy Land in the context of an encounter with various peoples of the land.

It enables its students to encounter the three monotheistic faiths of Judaism, Christianity and Islam – their texts, histories, traditions and peoples, and to participate in interfaith dialogue.

It focuses on education for justice and peace relating to its own immediate environment in Israel and Palestine.

The College brings together academic study, spirituality and travel in a process of holistic learning.

St George’s College is located in East Jerusalem, and is a centre for Continuing Education within the Anglican Diocese of Jerusalem. It has an international reputation for excellence in Biblical and Archaeological teaching, in Pilgrimage, and in exposing students to the Christian Community within the Middle East – all in the context of the land that gave birth to the Christian Faith.

The College has a unique role within the Anglican Communion, though it is open to students of all Christian traditions. It encourages dialogue with the other Faiths, and involves consideration of the political situation in the Land. Teaching takes places on College premises and in the field. The College offers first class accommodation for up to forty-two students on each course.

The governing Foundation of the College includes the Archbishop of Jerusalem as the Chair; the Chairs of the three Regional Committees of Australia/New Zealand, Britain and North America; a representative of the Anglican Consultative Council; a representative of the Province of Jerusalem and the Middle East; and local Palestinian Christians appointed by the Archbishop. The Foundation meets annually, and an Executive Committee of the Foundation consisting of the Archbishop, the three Regional Chairs and the ACC representative meets twice a year to offer support to the Dean and oversee the governance of the College.

**Primary Foci for the Position:**

* To uphold the vision and mission of the College
* To ensure and maintain quality academic standards
* To oversee the teaching of the College
* To oversee the administration of the College
* To promote the College world-wide, with special attention to fund-raising, which entails travel in consultation with the Archbishop and the Executive

**The Role:**

The role of Dean is multi-faceted and includes the major duties and responsibilities detailed as follows:

***Policy and Regulatory Responsibilities***

1. Formally report as the Dean to the meetings of the Foundation and the Executive.
2. Present reports and recommendations for consideration by the Foundation and Executive.
3. Act as Secretary for the Foundation and Executive of St George’s College.
4. Ensure that the policies and decisions of the Foundation and Executive are enacted.

***Management and Planning Responsibilities***

 ***General:***

1. Ensure the development of strategic imperatives for the ongoing operation of the College.
2. Plan, organize, direct and control the day-to-day management of the College, including responsibility for finance, administration, property, investment, insurance, compliance and risk, media and legal.
3. Ensure and maintain the appropriate links between the College and the Regional Committees and partner Dioceses and Institutions.

***Budgets:***

1. Ensure the timely preparation of the Annual College Budget for the Foundation’s approval, and ensure its implementation.
2. Regularly review the ‘actuals’ against the Annual Budget and provide advice and recommendations to the Foundation and the Executive.

***Financial:***

1. Receive all funds directed to the College and properly administer all funds held by the Foundation.
2. Review regular financial statements and provide advice and recommendations to the Foundation and Executive.
3. Ensure bequests and donations to the College are dealt with correctly and properly recorded.
4. Arrange for appropriate investment recommendations to be brought to the Foundation and the Executive.
5. Provide necessary support as requested by the independent auditors. Liaise as necessary with auditors concerning accounting standards and presentations.

***Foundation:***

1. Oversee the collection of all Reports necessary for the meetings of the Foundation and the Executive.
2. Oversee the preparation of the business for meetings of the Foundation and the Executive and ensure the arrangements for the effective administration of these meetings.

***Administrative:***

1. Prepare and review agendas, initiate agenda items, attend meetings of the Foundation and the Executive, circulate Minutes to members, review Minutes and review follow-up action.
2. Act as Secretary to the Foundation and the Executive.
3. Advise the members of the Foundation and the Executive of the implementation of their decisions.
4. Provide advice on finance, administration, corporate governance, etc. as requested by the Foundation and the Executive; and ensure the annual financial reports are adequately audited, compliant, and comprehensive in content.
5. Obtain legal advice as required from appropriate legal advisers when instructed by the Foundation and the Executive.
6. Supervise all accounting, administrative, legal and consulting services engaged by and contracted to the Foundation.
7. Ensure all computer hardware, software and networking is appropriate for requirements.
8. Advise the Foundation and the Executive concerning the implementation of all Codes of Conduct for Staff and Professional Standards matters.

***Human Resources:***

1. Build and maintain a team ethos of mutuality and commitment among members of the staff within the College.
2. Ensure that College policies and procedures are developed and followed with respect to recruitment, selection, training, remuneration, grievances, occupational health and safety, fire safety and security.
3. Within such relevant policies and budgets, and after consultation with the Executive,
4. Employ staff on appropriate terms and conditions,
5. Review at least annually,
6. Approve adjustments to salaries, and
7. Attend to the termination of administration staff.

***Specialisation:***

1. Be aware of developments in all areas of administration likely to affect the operations of the College, e.g. financial, legal, legislative, property, systems, and human resources.
2. Maintain an awareness of new or foreshadowed legislation that may affect the administration of the College.
3. Prepare as required business plans, and special financial projects.

**Key Performance Indicators:**

The following Key Performance Indicators are the basis for the annual Review process:

* Vision
* College academic life
* Staff management and administration
* Relationship with Diocese and wider community
* International profile/publicity of the College

**Key Aims:**

The following have been identified as strategic directions for the next 5 years:

* Wider participation from the Anglican Communion worldwide
* Targeting Ordinands and younger clergy
* Supporting the Diocese in 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

**Position:**

* Located in St George's College, Jerusalem, where a beautiful apartment is provided as accommodation
* Requires an ability to work closely within the governance structure, including the Archbishop and the Executive (Chairs of the Regional Committees)
* Requires a readiness to undergo initial formation and enculturation
* Commences as soon as is reasonably possible after the appointment

The appointment is for an initial three-year period (renewable for a further three years) and subject to an annual Performance Review - the first Review taking place six months after the initial appointment.

The remuneration package includes:

* Salary and benefits to be negotiated
* Apartment in the College within the Cathedral Close
* Car
* Four weeks for annual paid holiday
* Two weeks for continuing education and reflection
* Transportation for Dean and family and personal effects to Jerusalem on commencement, and return to home country at the conclusion of the appointment.

**Selection Criteria:**

St George's College is looking for an ordained person in the Anglican/Episcopal tradition, prepared to work under the Canons of the Diocese of Jerusalem, and who has:

* A lively Christian faith in the Anglican tradition, with a good understanding of the ethos and values of the Anglican/Episcopal Church
* A demonstrated experience of and commitment to the Vision and Mission of St George's College
* Academic qualifications commensurate with the position being offered
* The capacity to encourage and work comfortably, with sensitivity and flexibility, within diverse religious and cultural contexts, especially with an understanding of Middle Eastern cultures and interfaith initiatives
* Leadership ability with the capacity to work in a team
* Demonstrated interpersonal, communication, representation, and negotiation skills
* Demonstrated understanding of governance, strategic and business planning, financial management, and human resources management
* Demonstrated ability to manage the administrative business of St George's College enabling the Vision and Mission to be met - including hiring of Staff, management of buildings and budget, and the development of Course programmes in consultation with the appropriate Staff members
* Demonstrated understanding and experience of marketing and fund raising
* Understanding of information management, and use of information technology, especially website and social media usage
* Personal qualities and fitness commensurate with the complexities and demands of the position

**Applications:**

Applications need to include:

* Curriculum vitae
* Responses to Selection Criteria above
* Contact information for two references
* A letter of commendation from applicant's Bishop.

Applications should be marked "CONFIDENTIAL" and forwarded to:

**The Most Reverend Suheil Dawani**

**The Episcopal Diocese of Jerusalem & The Middle East
Post Office Box 19122
20 Nablus Road
Jerusalem 91191**

**Applications close 15 May 2015.**

For further inquiries and information, please contact Archbishop Suheil Dawani at bishop@j-diocese.org