

**The United Reformed Church**  
**Wessex Synod**  
**World Church Group**  
**Job Description**

- Job title:** Église Réformée de France (ERF), Nord Normandie Region Link  
Co-ordinator
- Reports to:** Synod via the World Church Group
- Job purpose:** To maintain a link between the URC's Wessex Synod and the Église Réformée de France, Nord Normandie Synod.
- Location:** Based at the post-holder's home. Travel within the Synod area will be required, and there may be occasional visits to Normandy
- Key Tasks:**
1. To attend meetings of the Synod's World Church Group and report matters relating to the link between the Synod and the ERF Nord Normandie Region.
  2. When invited, to attend the annual residential Synod meeting of the ERF Nord Normandie Region and to address the Synod with a message of greeting from the Wessex Synod.
  3. To be involved in the organisation and promotion of Le Weekend, an annual meeting designed to bring the people of both Wessex Synod and the Nord Normandie region closer together.
  4. Where necessary, to prepare reports from any meetings attended for the wider Synod in order to promote the European link.
  5. To take any other action necessary which helps and promotes the link.
  6. To contribute to the budget setting process of the World Church Group.
- Liaises with:**
1. Synod Zambian Link Co-ordinator
  2. Synod Children and Youth Development Officers
  3. Other Synod and National URC officers as appropriate.

**Date of preparation:** May 2011

**Review Date:** November 2012

**Agreed by:** .....

**Convenor, World Church Group**

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**Post Holder**

**Date:** .....