

ALL SAINTS' CATHEDRAL, NAIROBI

This document contains the job description and requirements for the position of Provost and the instructions on the application process. Please scroll to the end to access the links for the application process.

CATHEDRAL PROVOST – JOB DESCRIPTION

1.0 Job Identification

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| 1.1 | Job title: | Provost |
| 1.2 | Reports To: | Archbishop / Diocesan Bishop |
| 1.3 | Day to day Operation: | Parochial Church Council (PCC) |
| 1.4 | Location: | All Saints Cathedral Church (ASC) |
| 1.5 | Term: | Five-year contract renewable once |

2.0 General Purpose of the Job

The Provost provides overall leadership to the Cathedral ministry in articulating and implementing the vision, mission, strategic objectives, and the entire operations of the Church while maintaining the dignity, heritage, and values of the Anglican Church of Kenya (ACK).

3.0 Key Duties / Responsibilities

- 3.1 Providing overall leadership to the church in worship, ministry, stewardship of all human and financial resources and in all Cathedral projects and departments.
- 3.2 Provide leadership in the development and implementation of the ASC strategic plan.
- 3.3 Capturing and articulating aspirations and dreams of the congregation, staff and the church and giving leadership in their refinement, articulation, and implementation.
- 3.4 Maintaining the prophetic voice of the church on national and religious issues in tandem with official ACK positions and in fellowship with the Archbishop/ Diocesan Bishop
- 3.5 Servicing the leadership and governance organs of the church and facilitate their role in formulating, implementing, monitoring, reviewing, and evaluating the policies of the church.
- 3.6 Providing leadership and oversight in Human Resources establishment and adequacy to enable ASC to deliver its full mandate.
- 3.7 Representing the ASC within the ACK, and relevant partners nationally and internationally to enable the church to fulfill its role.
- 3.8 Be the overall accounting officer for all matters relating to the ASC.
- 3.9 Ensuring targeted and effective service delivery to all sectors and special focus groups.
- 3.10 Ensuring that all God's people consistently receive the spiritual nurture they need to enable them to mature in faith and serve God as they are called and equipped.
- 3.11 Developing, implementing, and monitoring resource mobilization and partnership strategies that includes annual targets to meet the financial obligations of the ASC.
- 3.12 Identifying, addressing, and resolving conflict, through promotion of negotiation and mediation.

- 3.13 Performing any other duties as may be assigned from time to time by the Archbishop or Diocesan Bishop and the Parochial Church Council.

4.0 Person Specifications

- 4.1 *Minimum Qualification and Training:* At least a Masters degree from an institution accredited or recognized by the Commission for University Education (CUE). At least one of the degrees should be in theology or divinity. Additional qualifications in leadership and management will be an added advantage.
- 4.2 *Recommendation:* An ordained priest of the Anglican Church and in good standing with the Church as evidenced by an unqualified recommendation by the Bishop currently owed canonical obedience.
- 4.3 *Relevant Experience:* A minimum of ten years post ordination experience, five of which must be in congregational leadership and management of a large Church. A demonstrable experience of working in partnership with other churches and ministries for purposes of networking.
- 4.4 *Skills:* Must have proven leadership, communication, interpersonal and organizational skills with the ability to effectively use technology in day-to-day management.
- 4.5 *Faith:* Born again with demonstrable commitment to Jesus Christ and the word of God and appreciation of the Anglican Church traditions and liturgy.
- 4.6 Demonstrable leadership skills and a team player with high level of creativity and innovativeness.

5.0 Interrelations

- 5.1 Responsible for representing ASC effectively in various fora and all internal and external relations on behalf of the Archbishop / Diocesan Bishop.

APPLICATION INSTRUCTIONS

The application will be a **two-step** process:

1. Complete the Online Application Form available on the following link: <https://forms.gle/NQhfnTEyR7A78Xuq7>
2. Send the listed documents to the following email address; provostsearch@ackenya.org
Documents: CV, cover letter, copies of certificates and testimonials, recommendation letter from your Bishop and from two (2) other referees.

Documents to be received on or before 4 May 2023.

Only shortlisted candidates will be contacted.