

Role Description for Assembly Appointments Panel



Role Description

Role Title	Member of Assembly Appointments Panel
Location	Interviews will take place in specific synods or close to the Offices of General Assembly in London, depending on the position being interviewed for.
Time Commitment	Online meetings prior to interview, for shortlisting. Daytime interviews for Appointments. This will involve travel around England, Scotland and Wales and an overnight stay. It is difficult to specify how often each year a Panel will be gathered, but no more than 5 times, is likely.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Assembly Appointments Panel will be reimbursed, in accordance with the URC expenses policy.
Background: The Ministries Committee was asked to establish a small task group to undertake a review of the process, in October 2023. The Task Group brought a report and revised processes to General Assembly July 2025 where the revised process was agreed. The Nominations Committee then brought resolution 35 to General Assembly July 2025: 'General Assembly instructs the Nominations Committee to recruit a new Panel for General Assembly Appointments, in line with the constitution set out in the Ministries Paper H10 (General Assembly Book of Reports 2024)'. (See General Assembly 2024 Book of Reports Paper H10 pp210- 227) The Nominations Committee is committed to Equality, Diversity, Inclusion and Belonging.	
Panel Summary: Following the decision of General Assembly July 2025 in PaperJ1 in the Book of Reports 2025, the Nominations Committee was tasked with appointing a Panel of eight people in line with constitution set out in Paper H10 General Assembly Book of Reports 2024. This related to the process for the nomination and appointment of Synod Moderators and other General Assembly roles reserved for Ministers of the Word and Sacraments. This Panel will be made up of people who commit to undergo training and make themselves available to serve on the majority of such panels for a five-year period.	

Principal responsibilities and duties

Attending and participation in meetings

1. Attend the Appointment Panel meetings and interviews, when requested.
2. Read all papers carefully in advance of each shortlisting or interview in order to participate in discussions and ask appropriate questions.
3. Participate in the interview process fully.

Training

Undertake training in key areas: HR practices, safer recruitment, unconscious bias, interpreting strengths analysis and written tasks, anti-racism awareness, and any other training as required.

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.