

Secretary Wanted: Equality, Diversity, Inclusion and Belonging Subcommittee

The United Reformed Church is seeking a Secretary for its Equality, Diversity, Inclusion and Belonging (EDIB) Subcommittee.

Are you well organised, a confident communicator, and passionate about equality and inclusion within the life of the Church? We're looking for someone to take on the vital role of Secretary to the EDIB Subcommittee, a subcommittee of the Faith in Action Committee, accountable to General Assembly.

The subcommittee exists to remind the denomination that equality, inclusion, diversity and belonging are woven into its theology, life and work — and to challenge Church practice where needed. As Secretary, you'll be at the heart of making that work happen, keeping the subcommittee organised, informed and on track.

What the subcommittee does:

- Monitors and, where necessary, challenges Church practices
- Develops and shares resources
- Supports and leads relevant initiatives
- Listens to and amplifies the voices of those on the margins of Church or society
- Develops policy and monitors its implementation, reporting regularly to General Assembly

What the role involves:

- Preparing and circulating agendas and papers (issued one week ahead of meetings), in consultation with the Convenor
- Taking accurate minutes and circulating them promptly
- Recording decisions made between meetings and keeping a register of members and attendance
- Managing correspondence on behalf of the subcommittee
- Working closely with the Convenor to plan the year's programme of work
- Supporting the development and tracking of policy papers, reports and resources
- Coordinating the subcommittee's reporting to the Faith in Action Committee and General Assembly
- Supporting the induction of new members

What we're looking for:

- Previous experience in a similar administrative or secretarial role
- Strong written and verbal communication skills, with good attention to detail
- Good IT skills (Microsoft Office, Zoom, email)
- Knowledge of URC governance structures — or a genuine willingness to learn
- An understanding of, or willingness to learn, the principles of safer recruitment
- Membership of the United Reformed Church
- A genuine commitment to embedding equality, diversity and inclusion

Experience of committee administration in a governance or charitable setting, drafting reports and correspondence, or using collaborative platforms like SharePoint would be an advantage, but is not essential.

The commitment:

The subcommittee meets three times a year, normally online (Zoom or Teams), with the option of hybrid meetings. As Secretary, you'll be expected to attend all meetings, meet with the Convenor beforehand, and handle correspondence between meetings.

Members serve a four-year term.

This is a voluntary role; reasonable expenses are reimbursed in line with the URC's expenses policy.

Interested?

Please for more information and to return the completed in the application form contact jo@1227.co.uk.

Closing date: **31 October 2026**

We particularly welcome applications from those with lived experience of marginalisation, as we seek to ensure the subcommittee reflects the diversity of the Church and the society it serves.