

Secretariat Aide to the Bahá'í Council for Wales

The Bahá'í Council for Wales is delighted to share with you a service position which has become available.

In view of the increasing work that the Regional Bahá'í Councils are asked to carry out in pursuit of the goals of the Five Year Plan, the Bahá'í Council for Wales, in the process of establishing a secretariat in Wales, appointed a Secretariat Aide in March 2017. The friend who took on this role is moving to other fields of service, and so the Council is now seeking applications for the role of Secretariat Aide, to start in May 2018.

The role of the Aide is to support the secretary in executing the decisions of the Council and includes the following:

- To assist the Council secretary in matters relating to communication;
- To liaise with other institutions, agencies and individuals to collate reports on the progress of each cluster in Wales;
- To assist with gathering reports on the progress of the cluster, and collating weekly reports for consultation for the Council;
- To assist with the flow of information and stories;
- To organise the logistics of events and meetings when necessary;
- To manage the Statistical Report Programme, to collect and collate statistics/working with cluster agencies and Training Institute Board;
- To send regular statistical reports to the Secretary;
- To circulate messages to Council members and manage the BCW email account;
- To occasionally travel to participate in meetings across Wales;

In providing this description, the Council is mindful that, as with any structure that is growing organically, the role of the Aide will be flexible and develop through a process of action and reflection. The Aide should be someone who is excited by this opportunity to learn alongside the Council about the potential for the role and the way in which it can assist the work of the Faith throughout Wales.

The following skills and qualities have been identified as crucial to the work of the Aide:

- Personal involvement in and understanding of the work of the Plan;
- To have a humble posture of learning and the capacity to continue learning;
- To have a sensitive and loving approach;
- To have good communication skills, computer fluency, ability to write clearly and to be efficient with time;
- To be reliable, have a positive outlook and appropriate level of initiative;
- To have the ability to juggle tasks;
- To learn how to serve coherently both in personal life and service in this role;

Time commitment: In the first instance, approximately 15 hrs a week – three hour per day or two 7.5 hour days per week – and involving occasional weekend commitments (within the 15 hours).

A salary is available to enable the successful candidate carry out this service, as needed and further details will be provided. Of course, as it is a service to the Faith, the successful candidate may take a lesser amount than the salary on offer or serve in a voluntary capacity. But whatever the circumstances, if a full or partial salary is required, it will be paid with joy by the National Assembly.

Please send your application to the Council secretary, Mrs. Fleur Missaghian, at bcw@bahai.org.uk by 27 April 2018.