

**ANGLICAN ALLIANCE CARIBBEAN FORUM**  
**Members' Terms of Reference**

**Overall purpose of post:**

- To serve as the regular contact person between the Alliance and the Diocese.
- To work closely with the Parishes, Deaneries, and Archdeacons within the Diocese concerned, with the Bishop and officers of the Diocese, and with related Diocesan institutions and organizations to build the capacity of the Church for Development, Relief and Advocacy, especially to achieve greater sustainability.
- To liaise with the Anglican Alliance Caribbean Facilitator in collecting and sharing information about the Diocese.

**Specific roles and duties:**

- **Development:** supporting efforts geared towards mapping and sharing best practices identified in the region and facilitating joint learning and capacity building activities for church-based social development within the diocese.
- **Relief:** Liaising with the Caribbean Facilitator to provide information on Disasters, including relief needs and preparation and response activities within the Diocese.
- **Advocacy:** encouraging the participation of parishes and individuals in the shaping and delivering the Alliance's global and regional advocacy initiatives.
- **Theology:** To collate share, from within the Diocese, Theological and Biblical Approaches on Development and Mission
- **Meetings:** Join monthly teleconference calls of the Caribbean Forum and attend the Annual meeting of the Caribbean Forum.

**Person specification:**

***Essential:***

- Good communicator, facilitator and networker
- Good knowledge of the Diocese and good relationship with clergy and laity.
- Experience of working with the Church and/or faith-based organisations
- Good access to telephone, internet and computer services

***Desirable but not required:***

- Two regional languages.
- Experience in areas of relief, development and/or advocacy
- Experience in working on one or more of the following: women/youth empowerment, trafficking/slavery, climate justice and food security.

**Term of membership:**

- Three years from the date of appointment, subject to review and renewal

**Type of appointment**

- This is a volunteer role and as such, no stipend will be provided by the Alliance.
- Reasonable costs for travel to Annual Forum meetings will be paid.