

## Role Description

As a Case Presenting Officer, you will be responsible for preparing and presenting disciplinary cases effectively, fairly, and transparently at the hearing stage. Cases sent to a hearing before the Assembly Commission for Discipline will have been investigated and your role will involve collaborating with the investigator to ensure that the evidence presented supports the allegation(s). You will task the investigator to obtain more information, statements or documentary evidence, as necessary.

You will work together with the senior member of the case presenting panel and other relevant parties in the process, to resolve procedural and evidential issues. You will present evidence to the Assembly Commission for Discipline (ACD) in a structured and impartial manner and support the appeal process if necessary.

In addition, a Case Presenting Officer will be allocated to assist the minister or CRCW to prepare their initial response at an earlier stage of the process. Subject to approval from the relevant minister/CRCW, you will present their case at the hearing. You will work together with the senior member of the case presenting panel and other relevant parties to ensure your presentation to the Assembly Commission for Discipline is done in a structured and impartial manner.

This role requires strong analytical and organisational skills, familiarity with key policies, and clear communication abilities. You need to be competent in using digital technology to prepare, store and retrieve documentation. You will be part of a team that upholds the standards and expectations for ministers and Church-Related Community Workers (CRCWs) while safeguarding best practices.

Although taking responsibility for managing your own case, you will be part of a panel of Case Presenters and advice and guidance will be given by the senior member of the panel. Training will be given.

Each case would take a few days to fully prepare for over a number of weeks, and normally 1 to 2 days for hearings. The number of cases in a year is variable and negotiable.

If you are interested in the role, please complete the attached application form and send an email to Sam Bircham at [samantha.bircham@urc.org.uk](mailto:samantha.bircham@urc.org.uk)