

# COUNCIL FOR WORLD MISSION

## Regional Mission Secretary

### (Three Positions: Africa, South Asia, & East Asia)

---

#### About this Role:

The Regional Mission Secretary role reports to the **Deputy General Secretary for Programme** and is a member of the CWM management team. Based in Taiwan for East Asia, South Africa for Africa, and India for South Asia, this role has line management responsibility and involves some international travel.

This Programme Management role is a member of the management team; and works closely with CWM member bodies in a specific region, governing bodies, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

#### Job Purpose:

The Regional Mission Secretary role serves to accompany CWM member churches in a specific global region, and aims to implement CWM's global strategic objective within that context; supporting and facilitating engagement with each member church in the pursuit of its mission; and coordinate shared mission activities of the churches.

#### Key Roles & Responsibilities:

- In consultation with the General Secretary of each member church in the region, develop a strategic plan to accompany that member church in the pursuit of its mission.
- Develop and manage clear processes for identifying, collating and sharing resources, stories and ideas relating to the mission experiences and activities of churches in the region.
- Organize, administer and monitor processes for the execution of global, cross regional or regional events, being carried out in the region.
- Establish an effective and on-going communications strategy and network between and among the churches in the region.

#### CWM LTD

- Engage in a continuous process of developing and/or sourcing educational material, stories, and experiences to support member churches of the region in carrying out their mission.
- Collate all the information necessary and provide a comprehensive overview of current CWM supported programmes within member churches of the region.
- Support and facilitate the work of the Members Mission Forum or any other equivalent bodies in the regions
- Input into the overall strategy, planning and evaluation of CWM's programme
- Any other duties as may be assigned by the Deputy General Secretary for Programme from time to time.

### **Required Skills and Experience:**

- First degree in theology, mission, management studies, leadership or any relevant field (minimum requirement)
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- A global understanding of mission theology and practice as well as a working knowledge of CWM are essential
- Exposure to the workings of a local congregation is an asset
- Well developed and proven strengths in leadership, management, administration and strategic planning
- Project management & writing skills
- Excellent written and oral communications skills
- Excellent interpersonal and cross cultural skills
- Excellent problem solving and analytical skills

### **About CWM:**

The Council for World Mission is a worldwide partnership of Christian churches. The 31 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

We are committed to sharing God's love and to journey with each other in our quest for a life of meaning and quality. This quest is not unique to us; indeed it is the desire of

#### **CWM LTD**

every human being to live with dignity and pride, to experience relationships of integrity and honesty and feel that her/his life has meaning and purpose. This was the mission to which Jesus committed himself and for which he lived and died. Likewise, this is the heartbeat of the mission of CWM.

For more information visit our website at [www.cwmission.org](http://www.cwmission.org) or follow us on Facebook or Twitter

## Remuneration and Benefits

CWM offers a competitive salary, a close knit and dynamic working environment, and excellent benefits package that includes the following:

- Contributions to a pension fund or equivalent where applicable
- Paid leave
- Medical benefits including dental and optical
- Housing allowance where applicable
- Relocation allowance where applicable

## How to Apply:

Please send a recent resume/CV **AND** a letter of application stating your reasons for wanting to work with CWM, as well as your main qualifications and alignments with this specific role to:

[recruitment@cwmission.org](mailto:recruitment@cwmission.org) for the attention of the General Secretary, indicating the job title of the role being applied for in the subject box.

## Closing Date 25<sup>th</sup> November 2015.

Initial screening interviews will take place during the first week in December, with panel interviews held in Singapore week commencing **7<sup>th</sup> December 2015**.

Due to the expected volume of applications CWM apologises that only shortlisted candidates will be contacted. We do however wish to thank all applicants sincerely for taking the time to write to us, and for the interest shown in CWM.

### CWM LTD