

COUNCIL FOR WORLD MISSION

Associate

for Partners in Mission Programme

About this Role:

The PIM Associate reports to the **Deputy General Secretary for Programme**, and is based in Singapore.

This role was created in 2015 to work closely with the Deputy General Secretary for Programme; providing coordination, administration and strategic support to the Partners in Mission programme as a key strategy for engagement in mission. The programme team works integrate and provide leadership, guidance and support to the CWM programmatic agenda; working with 32 member church denominations spread across 6 global regions, ecumenical partners, and other individuals and groups of common missional interests. The PIM Associate will focus on the integration of Partners in Mission programme into the fabric of CWM's programmatic agenda as a key mission strategy in the partnership of Churches in God's mission.

Job Purpose:

The PIM Associate works with the DGS for Programme to frame the Partner in Mission strategy; to guide CWM's engagement with member churches, ecumenical partners and other organisations; facilitate PIM programme planning, budget formation and a coordinated action plan among the programme team; and work collaboratively with Mission Secretaries, individual Partners in Mission, and member churches in implementation and evaluation of the PIM Programme. On an ongoing basis, in consultation with the HR Manager, the Associate will be responsible for maintaining PIM personnel files and all on-going processes as stipulated in PIM engagement Memoranda of Understanding.

Key Roles & Responsibilities:

The PIM Associate will work at a highly responsible and independent level, taking key responsibility of the operation of the programme through:

- Providing the DGS for Programme with informed and critical input for the strategic positioning and mission impact of the PIM programme as part of the overall strategy of CWM to accompany member churches to develop missional congregations
- exploring innovative and creative ways to encourage and facilitate the entire CWM family to participate in and contribute to this flagship and legacy programme of CWM

- Coordinating and/or facilitating the implementation of member-focussed strategies for engagement with the PIM programme to further its mission, upholding CWM's commitment to learning through sharing, research, and theological reflection, drawing on the diverse wealth/capacities of member churches and highlighting opportunities for engagement
- In collaboration with mission Secretaries, developing and maintaining relationships with and providing support for each Partner in Mission in the field
- managing communication with all stakeholders of the programme such as member churches, Mission Secretaries, and ecumenical partners, in addition to the Partners in Mission themselves
- with the HR Manager and relevant teams, coordinating HR processes involved in the life-cycle of PIM – recruitment, placements and expiration of service, including negotiating MOU's, processing financial disbursements, arranging travel, etc.
- Developing and maintaining a web presence through which the PIM programme is promoted, opportunities for participation offered and stories/experiences of participants shared and celebrated
- Keeping abreast of major political, economic, social, mission trends and cultural issues that could impact engagement with CWM's missional focus, and ensure that its strategic planning is highly responsive to the changing landscape and to emerging opportunities to bring about positive impact

Required Skills and Experience:

- A tertiary qualification with at least 5 years' relevant work experience, preferably in a multicultural context
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM
- Interest and experience in missional and theological discourses
- Similar experience in a non-profit, religious organisation. Strength and experience in social justice issues
- Strong interpersonal skills and ability to work with people across diverse cultures and languages
- Strong skills in, and appreciation of working with people in mission
- Strong communications skills – verbal and written, and a skilled in research and incorporating new learning into strategy
- Skills and experience in developing and managing programmes and project budgets
- Strong organisation and administrative skills
- Ability to undertake international travel and on occasion

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 life of meaning and quality. This quest is not unique to us; indeed, it is the desire of every human being to live with dignity and pride; to experience relationships of integrity and honesty, connected to the creator in whose image she/he was created; and to live in respectful harmony with, and care of God's creation. 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 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 the Central Provident Fund or equivalent where applicable
- Paid leave
- Medical benefits including dental and optical

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 for the attention of the General Secretary, indicating the job title of the role being applied for in the email subject box.

We are looking to fill this position as soon as possible, preferably by first week of July, 2016. Shortlisting will be done as applications are being received. This position will close as soon as the right candidate is found.

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.