

# COUNCIL FOR WORLD MISSION

## Programme Associate (Europe)

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### About this Role:

The Programme Associate role reports to the **Mission Secretary for Europe**, and is based in the United Kingdom. The programme team works closely with CWM member bodies across 41 countries, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

### Job Purpose:

The Programme Associate works in partnership with the Mission Secretary - Europe to assist in the development and implementation of CWM's programmatic agenda. This individual also provides high quality and efficient programmatic and managerial support to Programme team in general and to Europe team in particular, and in the execution of specific programmes in pursuit of CWM's mission priorities.

### Key Roles & Responsibilities:

The work of the Programme Associate is categorized into three (3) major areas:

#### Programme

- To work collaboratively with the Mission Secretary in conceptualising and developing programmes in line with CWM's strategic direction.
- To be responsible for organizing and implementing events and programmes including general administration, budget oversight and events management.
- To provide logistic support and liaise with the CWM travel team in arranging transportation, travel and accommodation for events and programmes.
- To coordinate, conduct and participate in programme planning meetings.

#### Finance and Administration

- To provide functional and relevant administrative processes to facilitate the smooth operation of the Europe team.
- To provide financial administration including preparing budgets for each programme, payment vouchers for payments, monitoring budgets, ensuring appropriate records management in conjunction with the main finance and administration team.

#### CWM LTD

- To ensure that information, learning and communication resource materials are produced inclusive of, but not limited to, preparation of reports, minutes, digital communication platforms and presentations.
- To work in an integrated way with other Programme Associates (and other CWM staff) in relevant programmatic areas particularly in planning and implementation.

## Research

- To conduct research, compile and process relevant data that contributes to programme design.
- To facilitate and contribute to theological reflection on mission including monitoring socio-economic issues to enable the objectives of CWM.

## Others

- To support the development of strategic alliances and partnerships to extend the reach and impact of CWM initiatives.
- To undertake other tasks as may reasonably be expected.

## Required Skills and Experience:

- Bachelor's degree in a relevant field with at 2 years' relevant work experience, preferably in a multicultural context. Fresh graduates may apply as well.
- 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 organisation or church setting.
- Strong interest and experience in social and justice issues
- Strong interpersonal skills and ability to work with people across diverse cultures and languages
- 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 p organising and project management skills
- Ability to undertake occasional international travel

## How to Apply:

CWM offers a sector-leading salary , pension scheme and benefits. 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:

### **CWM LTD**

60 Paya Lebar Road #11-14, Paya Lebar Square. Singapore 409051

Tel: +65 6887 3400 Fax: +65 6235 7760 Email: council@cwmission.org Website: www.cwmission.org

Company Registration: 201206146Z

**recruitment@cwmission.org** for the attention of the **Human Resource Manager**, indicating the job title of the role being applied for in the email subject box.

The closing date for receiving applications for this role is **5 June 2017; interviews will commence from 19 June 2017 onwards.**

## About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 32 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).

CWM understands mission to be transformative. Our work and lives partner with God in transforming the earth and each other inviting justice and fullness of life. It is political, ecological, ecclesiological, economic and personal vision. CWM works with and through member churches and our partner organisations to pursue this vision. The Mission Development programme contributes to this in a number of ways through project work as well as the resourcing and empowering member churches in their mission.

As we set out to fulfil God's vision and mission given to us, we commit ourselves to the following strategic priorities during 2010-2019:

1. Enable member bodies to develop missional congregations
2. Deepen partnership
3. Reflect and research
4. Exercise solidarity and prophetic witness

Undergirded by these principles: building life-giving community, equipping members for mission, seeking ways for renewal and transformation, sharing our common resources and engaging with the world.

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

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