

COUNCIL FOR WORLD MISSION

Deputy General Secretary - Programme

Job Title: Deputy General Secretary for Programme

Location: Preferably Singapore

Contract Duration: 4 years, renewable once

Reports to: General Secretary

About this Role: The Deputy General Secretary for Programme reports to the General Secretary and is a key member of the CWM management team. The role has line management responsibilities for senior level staff, and will involve significant international travel- up to 25%.

The Deputy General Secretary for Programme role was created in 2015 to integrate and provide leadership, guidance and support to the CWM programmatic agenda, working closely with 32 member-church denominations spread across 6 global regions, ecumenical partners, and other individuals and groups of common missional interests. The DGSP will be responsible for providing transformative leadership for the development and implementation of contextually relevant programmes built upon CWM's strategic priorities.

Job Purpose: The Deputy General Secretary for Programme coordinates the framing of the missional agenda to guide CWM's engagement with member churches, ecumenical partners and other organisations, such as people's movements; facilitates programme planning, budget formation and monitoring, and a coordinated action plan among the programme team; and works collaboratively with Mission Secretaries in developing, implementing, monitoring and evaluating CWM programmes.

Key Roles & Responsibilities:

- Advance the mission and vision of CWM, and support the organisational priorities through consistent implementation of programmes in support of achieving the goals as defined by the CWM Strategic Plan, and its commitment to justice.
- Keep abreast of major political, economic, social, mission trends and cultural issues for engagement with CWM's programmatic focus; and ensure that its strategic planning is highly responsive to the changing landscape and to emerging opportunities to bring about positive missional impact.

- Coordinate the implementation of member focussed strategies to accomplish the mission of CWM that is relational and mutual in nature; upholding CWM's commitment to learning, research, and theological reflection drawing on the diverse wealth of member church stories and collective discernment.
- Facilitate work with all member bodies to ensure they are enabled to participate fully in God's mission contextually, supported and influenced by CWM programmes.
- Manage programme policies, communication and outreach, and resources to achieve strategic programmatic goals through continuous monitoring and evaluation of programme impact; and reinforcing a culture of accountability and mutual stewardship in all of CWM's relationships.
- Contribute to collective institutional management at senior leadership level, developing a staff team that is motivated, mission conscious and committed to the values of CWM.
- Provide leadership for ad hoc projects as requested by the General Secretary from time to time.

Required Skills and Experience:

- Degree in Theology or related field with knowledge and experience in management and operations.
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- Strong leadership and strategic management skills and experience at a senior level with the capacity to lead a highly qualified Management team.
- Demonstrated experience working within a dispersed team and a complex organisational structure, with layers of decision-making and consultative processes.
- Sensitive to multicultural and ecumenical settings with respect to gender, race, disability and age diversity.
- Strong skills in and appreciation of research in mission.
- Ability to represent, interpret and communicate the positions of CWM to member churches, ecumenical partners, and other stakeholders.
- Skills and experience in multi-programme management, particularly programme monitoring and evaluation and budget management.
- Ability to undertake some international travel.

Deadline for Submitting Applications: 30 June 2018.

Full applications (Curriculum vitae, motivation letter, application form, and recommendation letters) are to be sent to: [**recruitment@cwmission.org**](mailto:recruitment@cwmission.org)