

COUNCIL FOR WORLD MISSION

Mission Secretary - Communications



About this Role:

The **Mission Secretary – Communications** reports directly to General Secretary (equivalent to CEO) of Council for World Mission (CWM) and is based in our headquarters in Singapore. The role has Line Management responsibility for the Communication team members and acts as a member of the leadership team. This role will involve some international travel.

Job purpose:

This role's overarching aim is to develop and implement a long-term communications vision and strategy for CWM, and to effectively reach target audiences and create new opportunities for partnerships and influence towards accomplishing CWM's mission.

Key Roles & Responsibilities:

- Develop and implement a long-term communications vision and strategy for CWM, along with annual updates.
- Provide leadership for the development of regional and global influencing strategies to ensure the professional and effective engagement with key stakeholders in communicating CWM's message; and build strong and active relationships with the media to increase CWM's profile.
- Keep abreast with major socio-economic and development issues and their effects on faith communities and ecumenism to provide CWM with analysis to inform the development and refinement of programme, advocacy and communication strategies and activities.
- Ensure the integration of communications in all aspects of programming while promoting the dissemination of lessons learned across the network of CWM's programmatic areas and beyond via the website, publications, engagement with media where appropriate.
- Manage the brand and reputation of the Council for World Mission to increase its ability to communicate its message with clarity and consistency; and ensure that brand policies and guidelines are universally applied across CWM.
- Coordinate the production of CWM's annual reports, corporate documents, monthly e-newsletter, etc., and any other documentation from workshops, high level meetings as deemed appropriate; and draft timely statements and responses for the office of the General Secretary for a variety of issues such as a humanitarian crisis or CWM's theological position on a topic.

- Develop CWM's external communications guidelines and policies for adoption and application across the organisation; and monitor all external CWM communications, including articles, blogs, appeals, statements, website and particularly use of the CWM social media platform for compliance.
- Lead the capacity development of all CWM staff in relation to communications, media and advocacy through the development of guidelines, media skills, and presentation skills; and act as a resource person for Regional Offices requiring training or resources for communications needs for staff and member churches in the region.
- Oversee the maintenance of CWM's print and electronic library and archives and encourage the sharing of resources across member churches.
- Take responsibility for the design and management of the communications budgets.
- Provide leadership for ad hoc projects as requested by the General Secretary from time to time.

Required Skills and Experience:

- Post-graduate qualification in Journalism/Public Relations or Christian Communications.
- At least five (05) years of communications management background in a faith-based organisation or international NGOs, with experience in leading a communications team.
- Strong verbal and written communication skills and a proven ability to manage design and editorial processes.
- Experience and strong interest in public witness and advocacy work, including development of advocacy strategies, influencing policy with church, government, and civil society, and a strong understanding of the strategic interests of international faith-based organizations.
- Working experience in digital communications and integrated media (DCIM) is highly preferred.
- Sensitivity to the multicultural and multi-confessional settings of a Christian faith-based organisation.
- Commitment to the Christian mission, principles of justice and the theology and values that inform the work of CWM (essential).

About the Council for World Mission:

The Council for World Mission is a worldwide partnership of Christian churches. The 32 Members are committed to sharing their resources, 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).

The CWM is committed to sharing God's love and to journey with each other in our quest for creating life-flourishing communities. This quest is not unique to us, the humans, but every living creature to live in harmony on this planet earth, the only home for all of us. This was the mission to which Jesus committed himself and for which he lived and died, that we may have life and have it to the full (John 10:10).

The CWM Management Team is a dispersed team, with offices in Singapore, the UK and South Africa and representative offices in Jamaica and Fiji. For more information visit our website at www.cwmission.org or follow us on Facebook or Twitter.

How to Apply:

Please send a recent resume/CV, together with the attached Application Form 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 the **Human Resource Consultant** at recruitment@cwmission.org 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 **15 April 2022**