

COUNCIL FOR WORLD MISSION

Head of Programme

About this Role:

Internally known as **Deputy General Secretary for Programme**, the role reports to the General Secretary (equivalent to CEO) and is a key member of the CWM management team. The role has line management responsibilities, and will involve international travel.

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 31 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 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.
- Broad management experience at a senior managerial level, and strategic management and leadership skills
- Demonstrated experience working within a dispersed team and a complex organisational structure, with layers of decision-making and consultative processes.
- Similar experience in a non-profit, religious organisation. Strength and experience in social justice issues.
- Strong skills in and appreciation of research in mission.
- Strong written and oral communication skills with the ability to serve as public spokesperson.
- Skills and experience in developing and managing programmes and project budgets.
- Ability to undertake some international travel.

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

CWM LTD

60 Paya Lebar Road #11-14, Paya Lebar Square. Singapore 409051
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Company Registration: 201206146Z

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

Closing Date 25th November 2015.

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

In line with Singapore Ministry of Manpower Guidelines and the Fair Consideration Framework, CWM may be required to provide applicant information relating to Nationality. Please indicate in your letter of application if you are a Singaporean Citizen, a Singapore Permanent Resident or a Foreign National who requires a permit to work in Singapore. Please be assured this information will be used for reporting purposes only and retained securely in line with the Personal Data Protection Act in Singapore.

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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.

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