

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 two Communications Executives, acts as a member of the leadership team, and 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:

- Degree or equivalent qualification (Post-graduate qualification in Public Relations/Communications/Policy Studies or Development Studies, or other relevant field is advantageous but not essential,
- At least five years of communications management background in faith-based organisations or international NGOs, with experience of 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 social policy issues 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 organisations.
- Website management and media relations experience, experience of building capacity of others to communicate effectively (desirable).
- Sensitivity to the multicultural and multi-confessional settings of a Christian faith-based organisation.
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM (essential).

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 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 **Human Resource Manager**, indicating the job title of the role being applied for in the subject box.

Closing Date: 10 July, 2017.

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.