

COUNCIL FOR WORLD MISSION

Mission Secretary (Mission Development)

About this Role:

The Mission Secretary role reports to the **Deputy General Secretary for Programme** and is a member of the CWM management team. Based in Singapore, this role has line management responsibility, and involves international travel.

This role is a Programme Management position, and works closely with CWM member bodies, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

Job Purpose:

The Secretary for Mission Development works collaboratively to facilitate engagement with CWM member churches, ecumenical partners and other interest groups to pursue God's mission, towards justice, peace and the integrity of creation; promote critical theological reflection on current social issues; and encourage an environment of mutual challenge and radical inspiration for contextual missiological praxis.

Key Roles & Responsibilities:

- To work in partnership with member churches, ecumenical bodies, and other groups of common interest to identify both global and local missional challenges and opportunities for addressing them.
- Identify opportunities for and facilitate collaboration of member churches across regions on transformative responses to emerging mission issues.
- Develop and promote innovative frameworks for CWM's response to global and regional issues such as climate change, environmental degradation, economic disparity and other forms of social injustice.
- Work with Regional Mission Secretaries to develop processes and metrics for monitoring and evaluating the effectiveness of mission programmes in support of member churches towards developing missional congregations and life affirming communities.
- Work collaboratively with the Mission Secretary - Research & Capacity Development and the Regional Mission Secretaries to create channels and opportunities for cross-regional mission programmes and the sharing of knowledge, expertise and resources.

- To promote life affirming worship, and stimulate prophetic consciousness and Christian witness of CWM members, with the aim of understanding and living in community and harmony with each other and God's creation towards the experience of life in fullness.

Required Skills and Experience:

- A global understanding of mission theology and practices is essential
- Experience of congregational ministry (desirable)
- Degree or postgraduate qualification in a relevant area is advantageous –such as theology and missiology
- Project management experience
- Proven ability to think and plan strategically
- Proven communication skills, in particular in relation to presenting information and driving engagement with diverse audiences
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- A commitment to ecumenism.

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 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

CWMLTD

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.

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.