

COUNCIL FOR WORLD MISSION

Mission Secretary – Pacific

About this Role:

The Mission Secretary - Pacific role reports to the **Deputy General Secretary for Programme** and is a member of the CWM management team. **Based out of CWM office in Suva, Fiji**, the role has line management responsibility.

This role is a Programme Management position and a member of the senior management team; and works closely with CWM member bodies in a specific region, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

Job Purpose:

The Mission Secretary role serves to accompany the member churches in a specified region, as they search for ways to respond to God's mission in the world, giving attention to local and global issues, to become a life affirming presence in community. The role aims to implement CWM's global strategic objective within the context of a region, supporting and facilitating engagement with each member church in the pursuit of its mission; and coordinate shared mission activities of the churches.

Key Roles & Responsibilities:

- In consultation with the General Secretary of each member church in the region, develop a strategic plan to accompany that member church in the pursuit of its mission.
- Develop and manage clear processes for identifying, collating and sharing resources, stories and ideas relating to the mission experiences and activities of churches in the region.
- Organize, administer and monitor processes for the execution of global, cross regional or regional events, being carried out in the region.
- Establish an effective and on-going communications strategy and network between and among the churches in the region.
- Engage in a continuous process of developing and/or sourcing educational material, stories, and experiences to support member churches of the region in carrying out their mission.
- Collate all the information necessary and provide a comprehensive overview of current CWM supported programmes within member churches of the region.

- Support and facilitate the work of the Members Mission Forum or any other equivalent bodies in the regions
- Input into the overall strategy, planning and evaluation of CWM's programme.
- Any other duties as may be assigned by the Deputy General Secretary for Programme from time to time.

Required Skills and Experience:

- First degree in theology, mission, management studies, leadership or any relevant field (minimum requirement)
- Commitment to and understanding of CWM's ethos of partnership in mission
- A global understanding of mission theology and practice as well as a working knowledge of CWM are essential
- Exposure to the workings of a local congregation is an asset
- Well-developed and proven strengths in leadership, management, administration and strategic planning
- Project management & writing skills
- Excellent written and oral communications skills
- Excellent interpersonal and cross-cultural skills
- Excellent problem solving and analytical skills

About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 32 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).

CWM understands mission to be transformative. Our work and lives partner with God in transforming the earth and each other inviting justice and fullness of life. It is political, ecological, ecclesiological, economic and personal vision. CWM works with and through member churches and our partner organisations to pursue this vision. The Mission Development programme contributes to this in a number of ways through project work as well as the resourcing and empowering member churches in their mission.

As we set out to fulfil God's vision and mission given to us, we commit ourselves to the following strategic priorities during 2010-2019:

1. Enable member bodies to develop missional congregations
2. Deepen partnership
3. Reflect and research
4. Exercise solidarity and prophetic witness

Undergirded by these principles: building life-giving community, equipping members for mission, seeking ways for renewal and transformation, sharing our common resources and engaging with the world.

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 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 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 **30 November 2018**