



VACANCY NOTICE

General Secretary (full time)

Job title:	General Secretary of the Conference of European Churches
Location:	Brussels, Belgium
Salary:	
Start date:	1st January 2016
Initial Contract:	12 months
Accommodation:	Not Provided
Administrative support:	Full time Administrative Assistant
Accountable to	The Governing Board

The Conference of European Churches (CEC) consists of 114 Member Churches (Anglican and Old Catholic, Orthodox and Protestant) together with Organisations in Partnership and National Councils of Churches. It has its origins in the time of the Cold War when it was almost the only forum in which Christians from the Eastern and Western Blocs could meet, deliberate and pray together. The CEC has a long commitment to dialogue between the Churches in Europe, which with the Roman Catholic Church has borne fruit in the *Charta Œcumenica*. As an interface between the Churches and the European Institutions, it is based in Brussels. In order to engage with wider European issues, it also has an office in Strasbourg. A third major strand, working in partnership with the Churches' Commission for Migrants in Europe, is in relation to the ever-increasing human problems relating to migration and asylum in Europe.

The post of General Secretary of the Conference of European Churches is a full time post and an exceptionally demanding one. The Governing Board is looking for a man or woman, lay or ordained, with the vision and skills to take forward the expectations of the Member Churches as agreed in several documents: the report of the last General Assembly (Budapest, Hungary, July 2013), and the revision process of CEC (initiated in Lyon, France, July 2009). S/He will enable the CEC towards, through and beyond the next General Assembly due from 2018.

Conference of European Churches - Conférence des Églises européennes - Konferenz Europäischer Kirchen - Конференция Европейских Церквей

Brussels

Rue Joseph II, 174
BE - 1000 Brussels, Belgium
Tel. +32 2 230 17 32
Fax +32 2 231 14 13
E-mail: csc@cec-kek.be

Strasbourg

8, rue du Fossé des Treize
FR - 67000 Strasbourg, France
Tel.: +33 3 88 15 27 60
Fax: +33 3 88 15 27 61
E-mail: csc@cec-kek.fr

General Secretary: overall purpose

1. To provide the executive leadership and strategic focus in defining and executing the overall strategy of the Conference of European Churches.
2. To be an effective channel of communication with:
 - the Member Churches of CEC;
 - Organisations in Partnership and National Councils of Churches;
 - the internal structures of CEC;
 - other world and regional ecumenical bodies, political and social organisations and structures, especially as the Churches' interface with the European Institutions in Brussels and Strasbourg.

Roles & Responsibilities

1. To help define a vision for a re-configured CEC during a time of change and renewal as indicated by the Budapest Assembly.
2. Together with the Governing Board and the Presidency, the Collegium and the All Staff Meeting, to be responsible for the life and development of CEC between General Assemblies.
3. With the other Executive Secretaries maintain and develop the relationship between the Churches and the EU and wider European Institutions.
4. To help further the cause of ecumenical development through the promotion of inter-church dialogue, understanding and relationships.
5. To ensure that current relationships with CEC Member Churches and other ecumenical bodies are developed and enhanced by attention to their voice and vision.
6. To be the team leader for the staff in co-operation with the Collegium (meeting of Executive Secretaries under the General Secretary.)
7. To be responsible to the Governing Board for the overall management of CEC.
8. To represent and speak on behalf of CEC to Member Churches and other European organisations and institutions as appropriate in consultation with the Presidency.
9. To maintain responsibility for strengthening the overall development and vision of the organisation, ensuring the coherence of work of CEC, and undertaken with a coherent strategic focus
10. To ensure effective communication by and within CEC
11. To secure the financing of CEC's work as a whole
12. To clarify CEC's specific call and task within the various ecumenical organisations and institutions which exist at a national, international and European level.

13. To ensure effective contribution by Youth to the work of CEC and that gender issues are properly addressed within the whole of CEC.
14. To realise the co-operation agreement with CCME and to further the integration until completion (2017).

Qualifications & Skills

a) Education and Experience

- A deep and lively commitment to Jesus Christ and his Church.
- Wide experience of the Ecumenical Movement.
- High theological qualification.
- Awareness of the political, social and religious issues facing Europe.
- Ability to think and to speak theologically about the life of Churches, especially but not only those in Europe.
- Proven experience in managing a knowledge-based organisation working across different cultures and languages.
- A strong relational capacity and ability to network and articulate consensus.
- Awareness of book-keeping, budgeting and fundraising procedures

b) Language

- Competence in English and at least one of the other official CEC languages (French, German or Russian).

c) Management

- Ability to manage a cross-cultural and multi-lingual organisation.
- To plan appropriate use of time and to manage staff.
- Ability to work collaboratively and with a team including conflict management and resolution.
- Ability to analyse and articulate the current situation between Churches.
- Ability to secure the finances of CEC in consultation with the Budget Committee, including calculation of cost of programmes and assemblies and financial communication with Member Churches and external funding bodies.

d) Communication

- To build relationships between Churches of very different backgrounds and histories.

- Ability to listen, and to analyse and articulate the policies and statements of CEC in relation to the policies of the Member Churches.

There is naturally also a requirement for the stamina necessary to sustain a demanding work schedule involving a considerable amount of travel.

Terms and conditions

The person appointed will be expected to enter fully into post on 1st January 2016. The possibility of a period of up to one month's overlap service will be considered.

Applications

Any person wishing to apply for this post is invited to send to the Vice-President a letter stating their motivation for wishing to be considered for this post, together with:

- A completed application form;
- A Curriculum Vitae;
- Endorsement from the church to which the candidate belongs;
- References from three different persons (including contact details).

The application with all appendices **in an envelope marked CONFIDENTIAL APPOINTMENT** should be sent via post mailing by 30th June 2015 to His Eminence Metropolitan Emmanuel of France, Conference of European Churches, Ecumenical Centre, Rue Joseph II 174, BE-1000 Brussels or via e-mail by the same date to Metropolitte.Emmanuel@cec-kek.be

The search process

Short-listing and interviewing of candidates will be conducted by the Nominations Committee appointed by the Governing Board of CEC in November 2013, with the aim of bringing names for election by the CEC Governing Board at its meeting on 30 September 2015. All applications will be treated with discretion and the work of the Nominations Committee will be confidential. All communications and enquiries concerning the process should take place only through the President/Vice-President, Moderator of the Nominations Committee, His Eminence Metropolitan Emmanuel.