



COUNCIL FOR WORLD MISSION

MISSION SECRETARY- EDUCATION AND EMPOWERMENT

JOB DESCRIPTION

1. ABOUT THIS ROLE

The “Education, Formation, and Empowerment” is one of the six primary areas of the Council for World Mission’s (CWM) Programmatic Structure. This programmatic area aims to help CWM member churches in achieving the vision of promoting life-flourishing education, discipleship formation, and youth empowerment through a wide range of programmes. The **“Mission Secretary for Education and Empowerment”** will assist CWM in developing proposals and strategies for guiding member churches to prepare next-generation leaders to be the transforming disciples in this digital world and continue the missional pedagogy.

Directly reporting to the Deputy General Secretary-Programmes (DGS-Programmes), the successful incumbent will be expected to relocate to one of the three offices of the CWM in Singapore, London, or Johannesburg, for a contract period of four years which can be renewed to another term. The candidate will work in partnership with member churches, theological institutions, and young scholars in promoting theological education for leadership formation.

2. KEY ROLES AND RESPONSIBILITIES

2.1.GLOBAL

- 2.1.1. Having full responsibility on planning, budgeting, coordinating, implementing, and evaluating the programmes or projects on education, formation, and empowerment across the member churches and related theological institutions.
- 2.1.2. Engaging with member churches and assisting them in their leadership formation through Academic Accompaniment Programmes (AAP), Special Academic Accompaniment Programmes (SAAP), and Member Church Initiatives (MCI).
- 2.1.3. Continuing the CWM’s longstanding work of missional leadership formation through Training in Mission (TIM) and Face to Face programmes by engaging young people and training them through various contextual immersion programmes.

- 2.1.4. Collaborating with member churches and theological and missional institutions, and organizing the colloquiums or events for missional pedagogy among the member churches.
- 2.1.5. Assisting the CWM for public witness and diakonia by carrying out strategic responses, and drafting and releasing appropriate statements in promoting life-flourishing education.
- 2.1.6. Helping and collaborating with the CWM member churches in prioritising the formation of youth leadership in mission and empowering the young people to become disciples in this digital world.

2.2.REGIONAL

- 2.2.1. Support and facilitate the member churches in the pursuit of their mission and coordinate shared mission activities of the churches in the region.
- 2.2.2. Implement CWM's global strategic objectives within the context of the region.
- 2.2.3. Assist the member churches in transforming themselves as life flourishing communities.

2.3.ORGANISATIONAL

- 2.3.1. Work in collaboration with the other CWM staff in the given programmatic areas and maintain clear and open lines of communication.
- 2.3.2. Work in collaboration with the finance office to prepare, monitor and manage an annual budget for the programme within the agreed guidelines.
- 2.3.3. Maintain proper documentation, prepare necessary reports and present to the administrative bodies when needed.
- 2.3.4. Ability to integrate Planning, Monitoring, Evaluation, and Reporting (PMER) system, and work constantly with a result-oriented approach.
- 2.3.5. Ability to be part of the Management Team to make programmatic decisions and to provide executive-level leadership to the CWM office.

3. QUALIFICATIONS AND SPECIAL REQUIREMENTS

3.1.EXPERIENCE

- 3.1.1. Over five years of experience in working in faith-based organizations and churches in the areas of education and empowerment with a clear understanding on CWM's global and regional contexts.

3.2.EDUCATION

- 3.2.1. Post Graduate (PG) degree (Masters or Equivariant) in Christian education or missions or any relevant theological education. A PhD in a relevant area will be an added advantage.

3.3.COMPETENCIES

- 3.3.1. Proficiency in the English language to effectively communicate through verbal, written and digital communication tools.
- 3.3.2. Ability to work in a team with mutual respect, commitment to diversity and inclusivity, and quality of discretion in handling confidential and sensitive information.
- 3.3.3. Understanding on CWM's model of working in partnership with member churches and ecumenical organizations.
- 3.3.4. Knowledge on CWM's Strategy Framework for the decade, 2022-2029 and the ability to translate the strategy framework into programmes.
- 3.3.5. Ability to cope with working schedules, required travels, and maintaining communications.
- 3.3.6. High level of computer skills to adapt to hybrid work style, and maintain digital communications.

4. DEADLINE FOR APPLICATIONS: 30 September 2022

5. ABOUT COUNCIL FOR WORLD MISSION

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).

The CWM is committed to sharing God's love and to journeying with each other in our quest for creating life-flourishing communities. This quest is not unique to us, the humans, but every living creature to live in harmony on this planet earth, the only home for all of us. This was the mission to which Jesus committed himself and for which he lived and died, that we may have life and have it to the full (John 10:10).

The Management team is dispersed, with offices in Singapore, the UK and South Africa and representative offices in Jamaica and Fiji. For more information visit our website at www.cwmission.org or follow us on Facebook or Twitter.

6. HOW TO APPLY: Please send a recent resume/CV, together with the attached Application Form 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 the Human Resource Manager at hr@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 September 2022.