

# COUNCIL FOR WORLD MISSION

## Deputy General Secretary

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### **About this Role:**

The Deputy General Secretary reports to the General Secretary and is a key member of the CWM management team. The role has line management responsibilities, and will involve international travel.

In partnership with the GS, this role is responsible for providing transformative leadership for the development and implementation of clear strategic plans built upon CWM's imperative priorities.

### **Job Purpose:**

The Deputy General Secretary, in collaboration with the General Secretary, coordinates the framing of the missional agenda to guide CWM's engagement with member churches, ecumenical partners and other organisations, such as people's movements; facilitates programme planning, budget formation and a coordinated action plan among the programme team.

The DGS is responsible for the management of CWM operations and will provide oversight for the daily operations of CWM with the objective of efficient and effective processes. The DGS provides leadership for the management of CWM Programmes and will be overall responsible for piloting programme operational planning and execution. The DGS provides leadership to a team of Mission Secretaries to jointly develop, implement, monitor and evaluate CWM programmes.

### **Key Roles & Responsibilities:**

- Work closely with the General Secretary to advance the mission and vision of CWM, and support the organisational priorities through consistent implementation of initiatives in support of achieving the goals as defined by the CWM Strategic Plan, and its commitment to justice.
- Provides overall supervision of operational activities for Office Administration.
- Responsible for providing leadership for maintenance and alteration of office space and facilities.
- In partnership with the General Secretary, develop a staff team that is motivated, mission conscious and committed to the values of CWM.

- Keep abreast of major political, economic, social, mission trends and cultural issues for engagement with CWM's programmatic focus; and ensure that its strategic planning is highly responsive to the changing landscape and to emerging opportunities to bring about positive missional impact.
- Coordinate the implementation of member focussed strategies to accomplish the mission of CWM that is relational and mutual in nature; upholding CWM's commitment to learning, research, and theological reflection drawing on the diverse wealth of member church stories and collective discernment.
- Manage programme policies, communication and outreach, and resources to achieve strategic programmatic goals through continuous monitoring and evaluation of programme impact; and reinforcing a culture of accountability and mutual stewardship in all of CWM's relationships.
- Provide leadership for ad hoc projects as requested by the General Secretary from time to time.

### **Required Skills and Experience:**

- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- Degree in Theology or related field with knowledge and experience in management and operations.
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- Broad management experience at a senior managerial level, and strategic management and leadership skills
- Demonstrated experience working within a dispersed team and a complex organisational structure, with layers of decision-making and consultative processes.
- Similar experience in a non-profit, religious organisation. Strength and experience in social justice issues.
- Strong skills in and appreciation of research in mission.
- Strong written and oral communication skills with the ability to serve as public spokesperson.
- Skills and experience in developing and managing programmes and project budgets.
- Ability to undertake some international travel.

## 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.

For more information visit our website at [www.cwmission.org](http://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](mailto: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 **20 September 2019**. Interviews will be conducted during the **first week of November 2019**.