



COUNCIL FOR WORLD MISSION

MISSION SECRETARY- DISCIPLESHIP AND DIALOGUE

JOB DESCRIPTION

1. ABOUT THIS ROLE

The “Discipleship, Spirituality, and Dialogue” 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 creating life-flourishing communities through transforming discipleship, mission spirituality, and prophetic dialogue. The **“Mission Secretary for Discipleship and Dialogue”** will assist CWM in developing proposals and strategies for guiding member churches to engage in evangelism as transforming discipleship in addition to promoting interfaith solidarity.

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, ecumenical partners, and interfaith organizations in promoting life-flourishing evangelism and spirituality.

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 discipleship, Spirituality, and dialogue across the member churches.
- 2.1.2. Engaging with member churches and assisting them in developing medium and long-term mission programmes towards fostering life-flourishing evangelism and mission spirituality.
- 2.1.3. Working with the member churches, ecumenical partners and interfaith organizations in promoting prophetic dialogue and interfaith solidarity.
- 2.1.4. Planning, facilitating and organizing the theological consultations and annual Discernment and Radical Engagement (DARE) programme and harvesting the

outcomes into resources that contribute towards directing biblical and theological scholarship into the future.

- 2.1.5. Developing and promoting best practices of evangelism based on the complexities of today's society by collecting stories and experiences from the member churches and other mission organizations.
- 2.1.6. As part of the management team, assisting the CWM for public witness and diakonia in promoting prophetic dialogue, interfaith solidarity and transforming discipleship.
- 2.1.7. Plan and organise mission consultations, implement strategic responses, draft and release appropriate statements on interfaith issues and Christian witness in a diverse world.
- 2.1.8. Helping the CWM and its member churches and theological institutions to promote life-flourishing evangelism and spirituality.

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 relevant 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 churches or faith-based organizations in the areas of discipleship, spirituality and inter-faith dialogue, and with a clear understanding on contemporary practises of evangelism in today's society.

3.2.EDUCATION

- 3.2.1. Post Graduate (PG) degree (Masters or Equivariant) in mission and evangelism or interfaith studies. A PhD 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 of 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.



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.
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COUNCIL FOR WORLD MISSION

JOB APPLICATION FORM

Position applying for:

Would you consider other posts besides the one you have listed above? (Please circle) **Yes** / **No**

Council for World Mission is an equal opportunities employer and is committed to diversity amongst its staff and its members, and does not discriminate in hiring or terms and conditions of employment because of an individual's race, colour, ancestry or national origin, disability, marital status, sexuality, age or gender. Due to the nature of the work and purpose and ethos of a Christian mission organisation, it is a genuine occupational requirement that the job holder be a Christian.

General notes:

- Applications after the closing date will not be considered.
- Receipt of all applications will be acknowledged and applicants will be notified on whether they have been selected for an interview as soon as possible after the closing date.

Data Protection:

Any data about you will be held confidentially by CWM and will only be used for recruitment to the position applied, and for employment monitoring purposes. If you are unsuccessful, your application will be destroyed upon completion of the recruitment process and if you are successful, the relevant information will be kept as part of your employee file.

Application checklist:

1. Application form
2. Cover letter, please see note below
3. CV

In addition to completing this application form and CV, also write a cover letter of no more than 750 words outlining your motivation for applying and highlighting how your skills, knowledge, experience, theological understanding and other attributes will contribute to advance the mission of CWM.

Section 1 – Personal Particulars

| | | | |
|---------------------------------------|--|---------------------------|--|
| Surname | | First Name | |
| Full Name (as in Passport) | | | |
| Full address | | | |
| Mailing address, if different | | | |
| E-mail address | | | |
| Mobile Phone No. | | | |
| Other Contact No. | | | |
| Date of Birth | | Citizenship | |
| Marital Status | Single/Married/ Divorced/Widowed/ Others:..... | Number of children | |
| Hobbies | | | |

Section 2 – Church Membership

| | | | |
|---|--|--|--|
| Name of Denominational Church | | | |
| Are you ordained? YES <input type="checkbox"/> NO <input type="checkbox"/> | Number of years attended this church: | | |

Section 3 - Educational Background

Please list from the highest qualification.

| Qualification | Name of Institution & Country | Full/Part-time & On-campus/Remote | From Mth/Yr | To Mth/Yr |
|---------------|-------------------------------|-----------------------------------|-------------|-----------|
| | | | | |
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Other course(s) currently pursuing (if any)

| Qualification | Name of Institution & Country | Full/Part-time & On-campus/Remote | From Mth/Yr | To Mth/Yr |
|---------------|-------------------------------|-----------------------------------|-------------|-----------|
| | | | | |

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Section 4 – Employment History

Please start with your most recent employment

| Position Held | Employing Organisation | Country | From Mth/Yr | To Mth/Yr |
|---------------|------------------------|---------|----------------|--------------|
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Section 5 – Current Professional Membership

| Position Held | Professional Institution/Body | Country | From Mth/Yr | To Mth/Yr |
|---------------|-------------------------------|---------|----------------|--------------|
| | | | | |
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Section 6 – Personal Disclosure

| | |
|---|--|
| 1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details: | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details: | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3. Have you ever been served with a Garnishee Order by any organisation or been declared a bankrupt? If yes, please give details: | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Please indicate any considerations that would affect your acceptance of the job: | |
| | |

Section 7–Character References

*Please note that any job offer is subject to satisfactory references. References will be sought for shortlisted candidates. Please name **3** referees who have worked closely with you in the last 5 years and who can comment on your leadership ability. One of the references must be your current or most recent employer.*

| | Name | Email address | Relationship | Years Known |
|--|------|---------------|--------------|-------------|
| | | | | |
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Section 8 - Declaration

I hereby declare that all the particulars/information given herein are true and correct and I have not wilfully suppressed any material facts. I hereby give consent to collection, use and disclosure of my personal data by CWM (or its agents) for the purpose of the processing and administration by CWM relating to this attached job application.

Signed:

Date:

NOTE: Any false declaration or withholding of information will render you to disqualification and if appointed, to a discharge – without notice and compensation – and/or appropriate legal proceedings.

Kindly submit the completed form to CWM-HR Manager or email to hr@cwmission.org