

COUNCIL FOR WORLD MISSION

Programme Associate (Europe)

About CWM:

The Council for World Mission (www.cwmission.org) is an international partnership of 32 Christian denominations worldwide. CWM is a successor organisation (founded in 1977) to the London Missionary Society (LMS), which was founded in 1795. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally in their countries.

For more information, visit our website at www.cwmission.org or follow us on Facebook or Twitter.

About this Role:

The **Programme Associate** role reports to the **Mission Secretary for Europe**, and is based in the United Kingdom. The programme team works closely with CWM member bodies across 41 countries, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

Job Purpose:

The Programme Associate works in partnership with the Mission Secretary - Europe to assist in the development and implementation of CWM's programmatic agenda. This individual also provides high quality and efficient programmatic and managerial support to Programme team in general and to Europe team in particular, and in the execution of specific programmes in pursuit of CWM's mission priorities.

Key Roles & Responsibilities:

The work of the Programme Associate is categorized into three (3) major areas:

Programme

- To work collaboratively with the Mission Secretary in overseeing and administering CWM's work with the Europe Region and its Education and Empowerment programmes, especially CWM's scholarship work, including scrutiny of applications, overseeing MOU, grant payments and liaison with relevant parties.
- To be responsible for organizing and implementing events and programmes including general administration, budget oversight and events management.
- To provide logistic support and liaise with the CWM travel team in arranging transportation, travel and accommodation for events and programmes.
- To coordinate, conduct and participate in programme planning meetings.

Finance and Administration

- To provide functional and relevant administrative processes to facilitate the smooth operation of the Europe team.
- To provide financial administration including preparing budgets for each programme, payment vouchers for payments, monitoring budgets, ensuring appropriate records management in conjunction with the main finance and administration team.
- To ensure that information, learning and communication resource materials are produced inclusive of, but not limited to, preparation of reports, minutes, digital communication platforms and presentations.
- To work in an integrated way with other Programme Associates (and other CWM staff) in relevant programmatic areas particularly in planning and implementation.

Research

- To conduct research, compile and process relevant data that contributes to programme design and delivery.

Other

- Flexibility to work across global time zones with travel included
- To undertake other tasks as may reasonably be expected.

Candidate Skills and Experience:

- Proven work experience and relevant qualifications
- Sensitivity to and experience of working in cross-cultural context. Strong interpersonal skills and ability to work with people across diverse cultures and languages
- Skills and experience in developing and managing programmes and project budgets
- Strong communications skills and competencies in electronic media
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM

How to Apply:

Please send a recent resume 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: **hr@cwmission.org** [attention to: Human Resource Manager], indicating the job title in the email subject box. The closing date is 15 July 2022.

Council for World Mission LTD

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