



COUNCIL FOR WORLD MISSION
MISSION SECRETARY- SOCIAL JUSTICE
JOB DESCRIPTION

1. ABOUT THIS ROLE

The “Mission from the Margins” 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 various programmes and projects aiming to promote social, political, economic, and gender justice. The “**Mission Secretary for Social Justice**” will assist CWM in developing proposals and strategies for guiding member churches to engage in the mission of justice and advocacy for the poor and marginalised.

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; and will work in partnership with member churches and ecumenical partners, while also taking responsibility of a particular region the person represents.

2. KEY ROLES AND RESPONSIBILITIES

2.1.GLOBAL

- 2.1.1. Assuming full responsibility for planning, budgeting, coordinating, implementing, and evaluating the programmatic activities or projects on social justice across the member churches and ecumenical partners.
- 2.1.2. Engaging with member churches and assisting them in identifying the socio-political issues they are facing, and developing medium and long-term programmes or projects to foster justice and equality, especially the rights of the marginalised communities, among the member churches and beyond.
- 2.1.3. Working in collaboration with the member churches in advocating for life-flourishing societies that promote inclusivity, hospitality, equality and justice.

- 2.1.4. Planning and organising various global workshops and consultations to bring awareness on various forms of modern slavery, racial injustices, gender-based violence, refugee crises, indigenous people's struggles, etc.
- 2.1.5. As part of the management team, assisting the CWM for public witness and diakonia in mission as justice through effective relations with wider ecumenical and people's movements.
- 2.1.6. Actively responding to the global issues that threaten peoples' rights in communities, and drafting and releasing appropriate statements on relevant issues or challenges.
- 2.1.7. Actively collaborating with the DGS-Programmes in promoting awareness on identifying and countering modern-day slavery through the Onesimus Project (TOP) of the CWM.
- 2.1.8. Enabling the CWM's work on fostering life-flourishing societies through promoting justice and equality with the help of member churches, ecumenical partners and people's movements by doing mission from the margins.

2.2.REGIONAL

- 2.2.1. Support and facilitate the member churches in the pursuit of their mission as justice and coordinate shared mission activities of the churches in the Africa 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 into 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. Integrating the Planning, Monitoring, Evaluation, and Reporting (PMER) system, and constantly working with a result-oriented approach.
- 2.3.5. As part of the Management Team, making programmatic decisions and providing 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 organisations and churches in the areas of justice and social activism with a clear understanding of global and regional missional issues, especially that of the CWM member churches.

3.2.EDUCATION

- 3.2.1. Postgraduate (PG) degree (Master or Equivalent) in the relevant area. 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 organisations.
- 3.3.4. Knowledge of CWM's Strategy Framework for the decade, 2022-2029.
- 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: 15 December 2023

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 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 motivation 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.