



Gemeinschaft Evangelischer Kirchen in Europa (GEKE)  
Community of Protestant Churches in Europe (CPCE)  
Communión d'Eglises Protestantes en Europe (CEPE)

## VACANCY NOTICE

### General Secretary (full-time)

Job title: General Secretary of the Community of Protestant Churches in Europe  
Location: Vienna, Austria  
Start date: 1<sup>st</sup> October 2018  
Salary: Negotiable  
Working hours (%): 100%  
Contract period: Permanent contract following a one-month probationary period  
Administrative support: Part-time administrative assistant  
Accountable to: The General Assembly and the Council of the CPCE  
(according to the statute of the CPCE)  
Application deadline: 30<sup>rd</sup> September 2017

#### Who are we?

The Community of Protestant Churches in Europe (CPCE) links together Protestant churches. Some 100 Lutheran, Methodist, Reformed and United churches from more than 30 countries in Europe and South America are involved. In all, the CPCE represents around 50 million Protestants.

The foundation of CPCE is based upon the Leuenberg Agreement signed in 1973. Every six years, the General Assembly of the CPCE sets the agenda for the organisation's forthcoming work. A Council of 13 members led by a triumvirate Presidium oversees progress among General Assemblies, and the main office in Vienna coordinates the various activities. The CPCE's branch office in Brussels focuses on ethics and politics.

#### Whom we are looking for?

For the first time the Council of the CPCE is seeking for a full-time General Secretary. This newly established position of a salaried General Secretary of the Community of Protestant Churches in Europe is expected to oversee all operations, functions and activities. The Council of the CPCE is looking for an ordained woman or man who possesses the motivation and skills to lead the main office in Vienna and to deepen the church communion by implementing the proper strategic direction and by building relations between churches within the CPCE. The contract will start after the next General Assembly in Basel, Switzerland, in September 2018. She or he will manage the various fields of work of the CPCE during the next term of office leading up to the General Assembly in 2024 or 2025



## **Job description**

### **Main purpose of the job:**

The General Secretary is the Chief Officer of the CPCE's main office. The principal responsibility of the position is to further develop and strengthen the church communion, while maintaining the organisational effectiveness of the CPCE as a whole and of the internal structures of the CPCE.

### **Major tasks include:**

#### **1. Managing the main office**

- To lead and navigate a team that currently comprises of six salaried employees
- To prepare and implement General Assemblies and their resolutions
- To prepare and implement the Council's sessions and resolutions
- To administer the CPCE's budget
- To ensure an effective communication by and within the CPCE

#### **2. Responsibility for the Church Communion**

- To be responsible, together with the Council and the Presidium, for the life and development of the CPCE between General Assemblies
- To help direct the CPCE's ongoing development with the aim of deepening church communion
- To follow the strategic focus in defining and executing the overall strategy of the Community of Protestant Churches in Europe
- To foster relations between the member churches of the community
- To provide an effective platform for communication with the member churches and regional groups of the CPCE

#### **3. Representative duties**

- To represent and speak on behalf of the CPCE to its member churches and other European organisations and institutions, if appropriate/required in consultation with the Presidium
- To be an effective channel of communication with partner organisations such as world and regional ecumenical bodies, and European organisations and institutions
- To represent CPCE to external stakeholders



## Requirements profile

### a) Formal requirements

- Membership in a member church of the CPCE
- Ordained minister
- Higher degree in theology, preferably doctorate

### b) Experience

- Diverse experience in the ecumenical movement
- Awareness of the political, social and religious issues in Europe
- Ability to understand, think and speak theologically about the lives of the churches – the diversity as well as the commonalities
- Background in an organisation working across different cultures and languages
- Experience in leading teams is of advantage

### c) Language

- Knowledge of the CPCE's three official languages: English, German and French. Good command of English and either of the other official CPCE languages.

### d) Management

- Ability, preferably with certified advanced training, to use the dedicated resources effectively (primarily Human resources, financial means, volunteers, partner organisations, etc.)
- Ability to plan appropriate use of time and to manage staff
- Ability to work collaboratively and with a team, including conflict management and resolution
- Ability to analyse and articulate the current situation between churches and contribute to foster cooperation
- Ability to manage a cross-cultural and multilingual organisation
- Ability to secure the finances of the CPCE, including calculation of cost of programmes and assemblies and financial communication with member churches and external funding bodies
- Awareness of book-keeping, budgeting and fundraising procedures
- Stamina to sustain a demanding work schedule involving a considerable amount of travel

### e) Communication

- Ability to build relationships between churches of very different backgrounds and histories
- Ability to listen, analyse and articulate the CPCE's policies and statements in relation to the policies of the member churches and encourage mutual understanding in order to strengthen the communion
- Good interpersonal skills and an ability to network and foster consensus



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## Terms and conditions

The contract will be in accordance with the Austrian labour law, including the benefits of the well-developed social and health care system in Austria. The remuneration will be finally decided at the time of employment depending on the skills and experiences of the respective candidate.

The person appointed will be expected to commence full-time work between 1<sup>st</sup> October 2018 and 1<sup>st</sup> January 2019. Attendance at the 8<sup>th</sup> General Assembly of the CPCE from 13<sup>th</sup> to 18<sup>th</sup> September 2018 in Basel is highly desired.

## What do we offer?

- A unique opportunity to contribute in strengthening the church communion and raising the awareness of Protestant matters in a diverse Europe
- A broad range of duties with a great deal of potential opportunities to influence matters
- A multifaceted workplace with broad horizons at the nerve centre of European Protestantism
- An appealing possibility to work in conjunction with the honorary Council and Presidium and the main office team of employees
- A place of employment based in a stunning town with a high quality of living and an attractive office space.

## Applications

Any person interested in this position is cordially invited to apply with following:

- A letter of application, including a statement of motivation
- A Curriculum Vitae
- References from different persons from ecumenical or CPCE surroundings (including contact details)

The application, complete with all appendices, can be submitted in either English, German or French and should be sent in an envelope marked CONFIDENTIAL APPOINTMENT via post (mailed by 30<sup>th</sup> September 2017) to President Dr. Gottfried Locher, Sulgenauweg 26, Postfach, 3000 Bern 23, SWITZERLAND, or submitted via e-mail by the same date to [office.locher@sek.ch](mailto:office.locher@sek.ch).

## The selection process

Short-listing and interviewing of candidates will be conducted by the Nominations Committee, as appointed by the Council of the CPCE, between October and December 2017, with the aim of submitting names for appointment by the Council of the CPCE at its meeting on 23 February 2018. All applications will be treated with discretion and the work of the Nominations Committee will be confidential. All communications and enquiries concerning the process should be directed solely to the Executive President of the CPCE, Moderator of the Nominations Committee, Dr. Gottfried Locher.