



Conference of European Churches  
Conférence des Églises européennes  
Konferenz Europäischer Kirchen  
Конференция Европейских Церквей

## VACANCY NOTICE

### General Secretary (full time)

The candidate will bring to the role his/her Christian commitment, theological expertise, and proven experience of European ecumenism. In addition to this, the candidate should demonstrate management experience and sound knowledge of organisational dynamics. Fluency in English is essential along with a professional and open personality, able to relate to all people.

<b>Job title:</b>	General Secretary of the Conference of European Churches
<b>Location:</b>	Brussels, Belgium
<b>Start date:</b>	1 <sup>st</sup> March 2020
<b>Mandate:</b>	6 years
<b>Accommodation:</b>	Not Provided
<b>Administrative support:</b>	Full time Assistant
<b>Accountable to:</b>	The Presidency and the Governing Board

The Conference of European Churches (CEC) consists of 114 Member Churches (Anglican and Old Catholic, Orthodox and Protestant) together with Organisations in Partnership and National Councils of Churches. It has its origins in the time of the Cold War when it was almost the only forum in which Christians from the Eastern and Western Blocs could meet, deliberate and pray together. CEC has a long commitment to dialogue between the Churches in Europe, which with the Roman Catholic Church has borne fruit in the *Charta Æcumenica*. As an interface between the Churches and the European Institutions, it is based in Brussels. In order to engage with wider European issues, it also has an office in Strasbourg. As a third major strand, CEC works in partnership with the Churches' Commission for Migrants in Europe (CCME), addressing the ever-increasing human problems relating to migration and asylum in Europe.

#### BRUSSELS

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The post of General Secretary of the Conference of European Churches is a full-time post and an exceptionally demanding one. The Governing Board is looking for a man or woman, lay or ordained, with the vision and skills to take forward the expectations of the Member Churches as agreed in several documents: the constitutions of CEC, the report of the last General Assembly (Novi Sad, May 2018), the strategy plan of the Governing Board (May 2019). S/He will drive the work of the CEC from the last General Assembly to and beyond the next General Assembly in 2023.

### General Secretary: overall purpose

1. Provide executive leadership and strategic focus in implementing and executing the overall strategy of the Conference of European Churches as agreed by the General Assembly and operationalised by the Governing Board.
  - a. With the other Executive Secretaries to maintain and develop the relationship between the Churches and the EU and wider European Institutions.
  - b. To help further the cause of ecumenical development through the promotion of inter-church dialogue, understanding, and relationships.
  - c. To maintain responsibility for strengthening the overall development and vision of the organisation, ensuring the coherence of CEC's work within a strategic focus.
  - d. To ensure that current relationships with CEC Member Churches and other ecumenical bodies are developed and enhanced by attention to their voice and vision.
  - e. To ensure an effective participation by Youth (ages 18-30) to the work of CEC and that gender issues are properly addressed within the whole of CEC.
  - f. To follow up CEC's side of the co-operation agreement with CCME.
2. Direct the work and manage the staff of the CEC offices in order to implement the strategic policy of the Governing Board which is mandated by the General Assembly.
  - a. To be in charge of the Secretariat and carry out the daily management of the Conference.
  - b. To be the team leader for staff, coordinating the Collegium and All Staff Meeting and ensuring appropriate supervision of work streams.
  - c. To secure the financing of CEC's work as a whole.

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3. Representing and speaking on behalf of CEC, in consultation with or at the direction of the Presidency, to be an effective channel of communication with:
  - the Governing Board;
  - Member Churches of CEC;
  - Organisations in Partnership and National Councils of Churches;
  - the internal structures of CEC;
  - other world and regional ecumenical bodies, especially as the Churches' interface with the European Institutions in Brussels and Strasbourg;
  - European political and social organisations and structures.
4. Reporting to the Governing Board and the Presidency, the General Secretary is accountable for the Conference of European Churches development between General Assemblies and for the overall management of CEC, its staff and offices.

## Qualifications & Skills

### a. Education and Experience

- Deep and lively commitment to Jesus Christ and his Church.
- Good experience and understanding of the Ecumenical Movement.
- Master's degree in Theology, any further degrees or qualifications would be an asset.
- Awareness of the political, social and religious issues facing Europe and its political institutions.
- Ability to think and to speak theologically about the life of Churches, especially but not only those in Europe.
- Proven experience in managing a knowledge-based organisation working across different cultures and languages.
- Strong relational capacity and ability to network and articulate consensus.
- Awareness of book-keeping, budgeting, and fundraising procedures
- Stamina required to sustain a demanding work schedule and the necessary travel involved.

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## b. Management

- Ability to manage a cross-cultural and multi-lingual organisation.
- Plan appropriate use of time, direct work streams and manage staff.
- Ability to work collaboratively and with a team, managing tension and resolving conflict when necessary.
- Ability to analyse, interpret and articulate current Church relationships in their diverse contexts.
- Ability to secure the finances of CEC in consultation with the Budget Committee, including calculation of cost of programs and assemblies and financial communication with Member Churches and external funding bodies.

## c. Language

- Fluency in English (C1 and higher) and at least one other official CEC languages (French, German or Russian). Any other European language is an asset.

## d. Communication

- Ability to build relationships between Churches of very different backgrounds and histories.
- Ability to listen, and to analyse, interpret and articulate the policies and statements of CEC in relation to the policies of the Member Churches.

## Terms and conditions

The person appointed will be expected to enter fully into post on **1st March 2020**. A period of up to one month's overlap service may be considered.

## Applications

Any person wishing to apply for this post is invited to send to Vice-President Metropolitan Cleopas of Sweden and All Scandinavia a letter stating their motivation for wishing to be considered for this post, together with:

- A completed application form;
- A Curriculum Vitae;
- Endorsement from the church to which the candidate belongs;
- References from three different persons (including contact details).

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The application with all appendices in an envelope marked CONFIDENTIAL APPOINTMENT should be sent via post mailing by **13 October 2019** to His Eminence Metropolitan Cleopas, Conference of European Churches, Ecumenical Centre, Rue Joseph II 174, BE-1000 Brussels or via e-mail by the same date to [Metropolitan.Cleopas@cec-kek.be](mailto:Metropolitan.Cleopas@cec-kek.be)

### **Search process**

The Search Committee appointed by the Governing Board of CEC will short-list and interview candidates in October-November 2019, with the aim of bringing names for election by the CEC Governing Board at its meeting on 20-22 November 2019. All applications will be treated with discretion and the work of the Search Committee is confidential.

All communications and enquiries concerning the process should take place only through the President/Vice-Presidents or the Moderator of the Nominations Committee, **His Eminence Metropolitan Cleopas of Sweden and All Scandinavia.**

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## Appendix

### *CEC Constitution*

#### **Article 11 - General Secretary**

(1) The General Secretary shall be in charge of the Secretariat of the Conference, shall be the head of the entire staff and shall act as the Secretary of the General Assembly.

(2) The General Secretary shall have the powers specifically granted to him or her by this Constitution. In particular, the General Secretary shall have the following powers:

- carrying out the daily management of the Conference, within the approved budget;
- implementing the strategic aims and objectives of the Conference as agreed by the General Assembly;
- hiring and dismissing the staff of the Secretariat, according to the procedure laid down in the Standing Orders of the Conference;
- acting as the Secretary to the Governing Board and participating in an advisory capacity in the meetings of the Governing Board;
- acting as a spokesperson of the Conference on operational issues in accordance with the Standing Orders of the Conference.

(3) The General Secretary shall be accountable to the Governing Board for his or her activities and the work of the Secretariat.

(4) The Governing Board shall appoint a natural person, who is not a member of the Governing Board, as General Secretary. His or her office may be remunerated.

The General Secretary's mandate may be of a definite duration. The terms and conditions of his or her office shall be determined by the Governing Board.

The mandate of the General Secretary ends as of right and with immediate effect by death or incapacity, or if the General Secretary is declared bankrupt, insolvent or is submitted to the collective debts settlement, or is subject to insolvency proceedings of a similar nature under the laws of any jurisdiction.

The General Secretary is free to resign from his or her office at any time by submitting, via registered mail or any other means of written communication (including e-mail) acknowledgment of receipt, his or her resignation to the Governing Board, through the President or, if he or she is unable or unwilling to receive it, one of the two (2) Vice-Presidents, who shall return an acknowledgement of receipt immediately. This provision is without prejudice to mandatory labour law provisions, if applicable.

Unless otherwise agreed, the Governing Board may dismiss the General Secretary at any time and possibly with immediate effect, (i) without having to justify its decision, (ii) without any compensation or cost becoming payable by the Conference, and (iii) without prejudice to mandatory labour law provisions, if applicable.

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