Associate regional secretary

Position Description and Personal Requirements

**Objective**: To assist the Regional Secretary in overseeing the work of IFES in Europe with a view to nurturing the healthy development of strong national movements.

**Responsible to**: Regional Secretary for IFES Europe

**Responsible for:** Various Heads of Ministries as agreed with the Regional Secretary

**Primary Relationships**: The Associate Regional Secretary is a member of the IFES Europe Regional Leadership Team, and also works in close partnership with the senior staff of IFES Europe National Movements.

# A. Position Description

1. **Responsibilities to the Regional Team and National Movements in Europe**

The Associate Regional Secretary will:

* 1. Participate in and contribute to the IFES Europe Regional Team by attending meetings, assisting with regional projects and generally contributing to the shaping and implementing of team goals and strategies.
  2. Support IFES Europe national movements by providing

teaching, training, recommendations, support and encouragement.

* 1. Serve as a mentor and provide pastoral support to national movement General Secretaries through leading one of the general secretaries’ cluster groups and by being the point person for the national movements represented in the cluster.
  2. Assist the Regional team members in training, coaching, and regional consultations as appropriate.
  3. Be available, by invitation, to visit IFES national movements in Europe.

1. **Responsibilities to IFES Europe Regional Ministries**
   1. Along with other members of the Regional Leadership Team, to take responsibility for overseeing regional ministries, and supervising and helping to set direction for the Heads of Ministries, as agreed with the Regional Secretary in line with the appointee’s gifting, experience and passion. Currently IFES Regional Ministries include:
      1. Young Staff Network
      2. Formacion – Training Student Leaders
      3. Senior Staff Mentoring
      4. Staff training and Consultations
      5. National Movement Assessments
      6. FEUER (including FEUER Academics and Seeker Bible Study training)
      7. A partnership with Passion for Evangelism: a female evangelists training network
      8. International Student Ministry (including Muslim Ministry Network)
      9. Interaction – cross-cultural post grad ministry opportunities
      10. Pioneering – in countries, cities and universities
      11. High School Ministry
      12. Involvement in IFES Global Ministries: Scripture Engagement, Governance Training, Fund development, Engaging the University

**3.**  **Responsibilities to the International fellowship**

3.1 Participate in relevant IFES conferences and events as mutually agreed upon, which includes the 4-yearly World Assembly, and appropriate events linked to IFES Global ministries

3.2 Represent IFES Europe to the International Fellowship. and contribute to IFES world events as appropriate, both online or in person.

**4.**  **External Relationships**

4.1 Raise financial support towards this position including nurturing a personal donor base and prayer supporters.

4.2 Be available to speak about the ministry and Fellowship as

required in churches or other non-IFES conferences.

4.3 Represent IFES in any relevant partnerships or conferences as

agreed with the Regional Secretary (e.g. Lausanne, ELF, EA).

# B. Personal Requirements

The Associate Regional Secretary will:

1. Be a committed Christian in lifestyle and enthusiastic about world mission.
2. Be a faithful and active member of a local church.
3. Reflect biblical values and commitments in his/her personal life.
4. Agree with IFES’ stated aims and doctrinal basis.
5. Be fluent in English.
6. Show significant leadership, pastoral, and organizational gifts, with senior staff experience within an IFES movement or another international Christian organisation.
7. Have a solid grounding in core biblical and theological convictions of IFES.
8. Be able to communicate effectively both orally and in writing.
9. Be able to handle pressure and deadlines, work flexible hours as required, and travel on work-related matters up to 12 weeks per year.
10. Be a strong team player, motivated and able to work in a team environment, willing to use his/her gifts to build up and help others.
11. Take initiative, think creatively, solve problems and work effectively with little supervision.
12. Be able to work and relate well with people of other cultures and nationalities.
13. Encourage and engage in prayer.

# C. Terms

1. The Position is Full-time, although some flexibility is possible between 80-100%.
2. The position is self-funding (see 4.1 above.)
3. Salary range £32,659 and £37,163 depending on experience and qualifications.