DIRECTOR: INTERACTION PROGRAM

Part-time (20hrs) with an option to negotiate more hours as work-load demands

Position Description and Personal Requirements

**Objective**: To oversee and develop the InterAction Program and the InterAction (Alumni) Network

**Responsible to**: The Regional Team through an Associate Regional Secretary

**Responsible for:** The InterAction Associate Staff Worker (currently the IA Co-ordinator)

# A. Position Description

1. **Oversight and Vision-casting**
   1. To assist the Regional Team in ensuring that cross-cultural Mission is promoted within the Region, in line with the Regional Strategy;
   2. To communicate the biblical vision of global mission to the staff and student leaders of the National Movements;
   3. To direct the InterAction program (IA): a cross-cultural volunteer program that will benefit national movements through the provision of trainee staff, and benefit the volunteer through offering missional experience in a new context;
   4. To look for sources of funding and partnership development for the ministry.
2. **InterAction**

In conjunction with the IA Administrator (currently the IA Co-ordinator):

* 1. To develop the InterAction Program in line with the IA Strategy;
  2. To recruit for the Program by promoting it through:
     1. Regular communications with national leadership;
     2. Online web and social media communications, in conjunction with the IFES Europe Comms Officer
     3. The InterAction alumni network;
     4. Attendance in-person, or remotely, at National Conferences;
     5. Attendance at Regional Events
  3. To direct the processing of applications from enquiry, through the stages of application, interview and placement;
  4. To oversee the ongoing pastoral care of IA volunteers;
  5. To advise, resource and, where necessary, train national movements regarding the supervision of volunteers;
  6. To liaise with partner mission organisations, adhering to our MOU, and maintaining clarity of roles and responsibilities;
  7. To develop a growing Network of IA alumni and other cross-cultural workers in national movements (the IA Network)

1. **Conferences and Training**

In conjunction with the IA Administrator:

* 1. To chair the planning groups for the Orientation and Debrief Conferences (whether on-line or in-person);
  2. To oversee the content and delivery of these conferences;
  3. To oversee the delivery of appropriate training for volunteers through the year, in plenary seminars and/or smaller cohorts;
  4. To encourage fellowship among cross-cultural workers through regular prayer and peer-support;
  5. Consider ways of equipping IA Network members through appropriate, fellowship, teaching and ‘refresher training’.

1. **Responsibilities to the wider Fellowship**
   1. To meet regularly with the relevant Associate Regional Secretary for supervision, consultation, feedback and accountability;
   2. To meet at least twice a year with the Regional Secretary for information and discussion, particularly around the strategic development of the work;
   3. To attend, on invitation, any Heads of Ministry meetings as initiated by the RS or Associate Regional Secretaries;
   4. To contribute, as appropriate, to regional conferences and events, especially those focussing on mission at home and abroad (for example, the Global Impact Conference);
   5. To work closely alongside other regional staff, especially the International Student Ministry Co-ordinator;
   6. To collaborate with other Regional Networks, avoiding duplication and looking for areas of collaboration.
   7. To attend on invitation, relevant IFES Global events, e.g. World Assembly.
2. **External Relationships**
   1. Raise financial support towards this position including nurturing a personal donor base and prayer supporters.

# B. Personal Requirements

The appointee 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 self-funding (see 5.1 above.)
2. Administrative assistance is available through the IA Administrator
3. If part-time, the position may be compatible alongside another ministry role, e.g. in an IFES National Movement
4. Salary to be set according to country of residence