

Church and Peace Vacancy: General Secretary

Job Description

[Church and Peace](#) is the international, ecumenical network of parishes, communities and peace organisations in Europe committed to the peace church vision. It provides a unique space for encounter and reflection, supports joint projects and engages the churches in dialogue on peace, justice and nonviolence.

We are looking to appoint from 1 April 2017, or later, a General Secretary at 75-100% to lead our International Office, giving guidance to the network's Europe-wide activities.

Your major tasks will include:

- Strengthening relationships with and between members, and in the wider network, including initiating new contacts
- Stimulating and guiding the network's theological work
- Communicating the peace church vision through personal encounters, public speaking/preaching and channels such as the newsletter, website, social media, publications, etc.
- Programmatic and conceptual planning of international and regional conferences, seminars and other events
- Representing Church and Peace externally
- Bringing Church and Peace's positions into ecumenical and public discussions
- Giving direction for the ongoing and future work of Church and Peace, including developing a focused communications strategy, in collaboration with the Administrative Committee
- Coordinating the work of a small staff team of three paid staff, as well as consultants and volunteers

You will bring:

- A commitment to the peace church vision, Gospel nonviolence and service for peace
- A passion for strategic direction and conceptual planning
- The ability to lead a team and work collaboratively
- Theological education or experience in theological reflection
- Ecumenical openness and the ability to build relationships transcending confessional, cultural, religious and national boundaries

- Experience in networking and re-vitalizing organisational membership
- A sharp awareness of challenges facing society today and current priority issues for the churches in Europe
- A keen ability to engage in official dialogue with the churches and the ecumenical movement about the relevance of biblical nonviolence for church and society
- Fluency in or working knowledge of English and German; working knowledge of French, or the willingness to acquire working level proficiency¹
- Fluency in written and oral communication, with the ability to engage both institutional and grassroots audiences
- Experience with public relations, including digital media, in a non-profit/church setting
- A willingness to travel and work weekends, where necessary

As General Secretary you will have the opportunity to engage with a diverse network of corporate and individual members and collaborate with an international, ecumenical Administrative Committee.

The position is for an initial period of two years, with the possibility of renewal.

Currently, the International Office is located in Schoeffengrund/Laufdorf, Germany, close to Wetzlar, 70 kilometres north of Frankfurt; a possible relocation of the office is being explored.

Applications are invited from suitably qualified people. Please email your complete application, including letter of motivation, CV and the names of two referees, by 15 January to Church and Peace Chairperson Antje Heider-Rottwilm at heider-rottwilm@church-and-peace.org.

¹ Church and Peace's working languages are English, French and German. The network also works with occasional translation into Bosnian/Croatian/Serbian.