



STAFF VACANCY NOTICE

Assembly Coordinator for the 15th General Assembly

Location:	Brussels, Belgium
Starting date:	1 January 2017
End of the mandate:	31 December 2018
Accommodation:	Not Provided
Working Activities (%):	100%
Reports to the:	The General Secretary and the Assembly Planning Committee (APC) through its Moderator
Application deadline:	9 September 2016

The Conference of European Churches (CEC) an ecumenical fellowship of 114 Member Churches, National Councils of Churches, and Organisations in Partnership. **CEC's membership covers Europe in its broad political sense, from Iceland to Armenia, Canary Islands to Siberia.** CEC was founded in 1959 having active associates and networks in most European countries. The mission of CEC is to pursue together the path of growing conciliar understanding by helping the European Churches to renew their spiritual life, to strengthen their common witness and service and to promote the unity of the Church and peace in the world. Our vision is to seek in faithfulness to the Gospel the reconciliation and common witness of the Churches to build a humane, socially conscious and sustainable Europe at peace with itself and its neighbours, in which human rights and the basic values of peace, justice, freedom participation and solidarity prevail. Its task is to help the churches study questions from a theological and socio-ethical perspective, especially those with a European Dimension.

CEC accompanies European churches in their dialogue with each other, other ecumenical and inter-religious partners, and the Institutions of the European Union and the Council of Europe.

The **Assembly Coordinator** is acting as **executive staff member** and will report to the General Secretary. The successful candidate's task is to provide professional staff leadership for all the levels of preparation towards the 15th General Assembly of CEC. They will be joining a small team of staff at Europe's leading ecumenical organisation.

Roles & Responsibilities

- Will be responsible to the General Secretary and together with him to the Assembly Planning Committee (APC) and carry directions given by the General Secretary and the APC;
- Prepare meetings of the Assembly Planning Committee in consultation with the APC Moderator and the General Secretary;

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- Oversee and coordinate the implementation of all organisational aspects of the Assembly and its preparatory process as determined by the Assembly Planning Committee;
- Support and coordinate all CEC staff involved in the Assembly preparations;
- Liaise on organisational matters in the preparation process, in particular with the Local Committee and service providers involved;
- Take responsibility for and ensure coherent links with appointed Assembly committees and working groups and facilitate their involvement in the process; organize and participate in meetings of these groups;
- Follow up on the actions, recommendations and deadlines of the governing bodies of CEC;
- Create appropriate timelines for completion of all necessary registration and documentation;
- Set up the Assembly Programme in close collaboration with the APC to ensure that the theme and content are both adequately provided for;
- Ensure a coherent link between the various Committees during the Assembly;
- Coordinate the appropriate tasks as recommended by the APC;
- Together with the Communication Coordinator coordinate the implementation of the dedicated CEC Assembly Website and ensure updates;
- Work in cooperation with the CEC Communication Coordinator on Assembly publications as required by the APC;
- Maintain an overview of Assembly budget in cooperation with the General Secretary and the CEC Budget Committee and give advice on it;
- Launch the follow-up process with other CEC staff members after the Assembly including reporting;
- Liaise with local planning committee and Member Churches at Assembly location;
- Liaise with Stewards' programme coordinator;
- Provide periodic updates and information about the processes leading to the Assembly.

Qualifications and Skills

- be actively engaged in one of the CEC Member Churches;
- having substantial experience in international ecumenical dialogue on different levels of the ecumenical movement;
- positive and constructive attitude in an evolving environment;
- ability to work on own initiative as the responsible staff member for Assembly preparations, and as part of the CEC team; ability to present the General Assembly and communicate on its behalf when requested;
- willingness to work outside normal office hours and to be on call as required, willingness to travel;
- well organized, attention to details and rigorous in follow up of tasks, good level of computer literacy: Word, Excel, PowerPoint, FMP. Ability to take notes of meetings and draft minutes as applicable;
- sensitive to different cultures and working styles;

- ability to manage multiple tasks and work under pressure with tight deadlines;
- capacity to manage processes and teams;
- experience in a non-profit or ecumenical organisation is an advantage;
- fluency in English, active knowledge of French and German or at least one of these languages having a passive knowledge of the other language, other languages considered as an asset.

Applications

Any person wishing to apply for this post is invited to send electronically to the CEC General Secretary, Very Reverend Protopresbyter Heikki Theodoros Huttunen, a letter stating their motivation and a Curriculum Vitae.

Very Reverend Protopresbyter Heikki Theodoros Huttunen
General Secretary
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