



Human Resources Department

Geneva, 18 April 2016

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948, which brings together 349 Christian denominations from all over the world and promotes Christian unity in faith, witness and service for a just and peaceful world.

The WCC is looking for a Coordinator of the Ecumenical Disability Advocates Network (EDAN) **at 100%** in order to strengthen the ecumenical network of people with disabilities through reference from the regions, to conscientise the ecumenical movement and the churches, and to advocate for a truly inclusive church as a theological and ethical imperative. The appointment will be for a first period of **4 years** with the possibility of extension. The position reports to the Director Mission and Evangelism.

Fluent in English, and at ease both in an international, ecumenical working environment and with the values and mission of the Council, the EDAN Coordinator will:

- Give leadership to the EDAN network and prepare and facilitate meetings of the international reference group and regional coordinators group.
- Advise the WCC general secretary, and through him governing and advisory bodies as required, on policies and practices of inclusivity ensuring that all aspects of WCC's life and work become sensitive to the participation of people with disabilities and to their special needs.
- Participate in WCC meetings (as needed) to ensure that the concerns of people with disabilities are integrated into discussions and decisions.
- Represent the WCC in meetings related to EDAN's areas of work in consultation with the director mission and evangelism
- Be responsible for the development and management of the EDAN programmes, including fundraising as well as planning, monitoring, evaluation and reporting, in consultation with the director mission and evangelism.
- Work closely together with the Regional Ecumenical Organisation in the region where the EDAN Secretariat is based, i.e. the All African Conference of Churches.
- Be responsible for hiring, orientation, staff development, supervision, adherence to job descriptions and performance appraisals of any staff hired in the EDAN Secretariat in consultation with the WCC Human Resources.
- Be responsible for the financial management of the EDAN Secretariat and programmes by preparing budgets, maintaining accounts, preparing financial reports audited by a reputed audit company in consultation with the WCC Finance staff.

Qualifications and special requirements:

Experience:

- At least five to ten years in managing a programme related to disabilities in churches and in the wider society, preferably at an ecumenical, international level.
- Must have worked in multi-cultural environment, and possibly with various faith communities, partnerships, network or international agencies.
- Significant experience in planning, monitoring and evaluating and implementing projects/programmes.
- Significant experience in fundraising and administration.

Education:

- Master degree in theology or another field of expertise relevant to the work of EDAN.

Competencies:

- Able to provide technical and strategic leadership and direction on the development and implementation of EDAN initiative / project.
- Able to build trust and bring churches and other partners in dialogue.
- Able to address issues from an ecumenical, theological and ethical perspective.
- Able to manage, plan, monitor, report and evaluate projects, including budgets.
- Understand WCC's model of working through partners, especially Faith Based Organisations.
- Ability to communicate well with varied of audiences and have a proven ability in writing skills.
- Ability to travel extensively.

Language skills:

- Ability to fluently communicate in English. Other languages, particularly German, French and Spanish, would be advantageous.

Computer skills:

- High level of computer literacy (standard MS office application such as Outlook, Word, Excel, PowerPoint) and internet based communication

Persons with disability are strongly encouraged to apply.

Deadline for applications: 31 May 2016

Applications (CV, motivation letter, Application Form, copy of diploma, work certificate/references) are to be returned to: Human Resources Department:
recruitment@wcc-coe.org

The Application Form is available at the following address:
<http://www.oikoumene.org/en/get-involved/job-openings>

The WCC Financial Report 2014 can be consulted at the following address:
<https://www.oikoumene.org/en/resources/documents/other/wcc-financial-report-2014-1>