

COUNCIL FOR WORLD MISSION

Project Manager for MSP

About this Role:

The Project Manager for MSP (Mission Support Programme) role reports to the **Mission Secretary for Mission Programme and Partnership**. Based in Singapore, this role involves international travel.

The role is part of the programme team, which works closely with CWM member bodies across 41 countries, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

Job Purpose:

The Project Manager for MSP coordinates the Mission Support Programme to guide CWM in its support of member churches' mission work. He/she works collaboratively with regional and finance colleagues to facilitate planning, monitoring, evaluating and reporting (PMER) of the Mission Support Programme of CWM's 32 member churches.

Key Roles & Responsibilities:

- To work collaboratively with the Mission Secretary in conceptualizing and strategizing engagement with member churches' mission programmes in line with CWM's missional focus.
- Implement project management through mission consultation and roundtable meetings with member churches supported by regional colleagues to discern and determine optimal approaches and best practices.
- Maintain proper implementation, monitoring, evaluation and reporting of ongoing MSP projects by field visits.
- Ensure systematic and updated records management and e-filing of MSP-related documents.
- Facilitate and enhance MSP work processes across the CWM departments (i.e., office of GS, finance team and regional offices) and member churches.
- Coordinating member churches' project reporting (narrative and financial) by providing direction to regional and finance colleagues.

- Provide financial administration to facilitate MSP disbursements and liaising with finance department.
- Explore opportunities for mission partnership to enable member churches to develop capacity to more capably implement their MSP projects.

Required Skills and Experience:

- At least a post-graduate diploma or degree in a relevant field with at least 3 years' relevant work experience, preferably in a multicultural context.
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- Strong organising and project management skills.
- Independent and self-driven, with relationship-building skills.
- Interest and experience in missional and theological discourses.
- Similar experience in a non-profit organisation or church setting.
- Strong interpersonal skills and ability to work with people across diverse cultures and languages.
- Strong communications skills – verbal and written, and skilled in incorporating new learning into strategy.
- Ability to undertake frequent international travel.

How to apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org.

About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

CWM understands mission to be transformative. Our work and lives partner with God in transforming the earth and each other inviting justice and fullness of life. It is political, ecological, ecclesiological, economic and personal vision. CWM works with and through member churches and our partner organisations to pursue this vision. The Mission Development programme contributes to this in a number of ways through project work as well as the resourcing and empowering member churches in their mission.

For more information, visit our website at www.cwmission.org or follow us on Facebook or Twitter.

Council For World Mission LTD

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