CEO/Regional Secretary at WSCF-E

**Location:** Berlin, Germany (WSCF-E office)

**Hours:** 37.5 hours per week- working days and pattern to be agreed

**Start Date:** 15th September 2014

**Duration:** 2 years’ initial contract with possible extension

**Salary:** 4,022 USD per month

**Responsible to:** The WSCF Executive Committee under the supervision of the WSCF Europe Regional Committee who coordinate and evaluate the work of the Regional Secretary.

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**About us**

We are a small umbrella organization with member movements all across Europe. Our Berlin-based staff, together with a group of motivated volunteers, work for our members and interested people to realize our vision of just and peaceful communities in our societies. We work with young people and students from different Christian backgrounds to promote an empowering and life-giving faith. Through this, we work to create bridges across barriers of religion, Christian denominations, culture, nationalities and gender. We raise awareness of key issues of our times and educate and empower youth to grow together in faith and social awareness and to make themselves heard. Can you help us make our vision have a tangible impact?

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**The role**

An exciting and challenging opportunity has arisen at WSCF-E for an experienced professional to manage a small international NGO.

You will have a key role in enabling the execution of various projects by working with volunteers, who will implement programs with your support in administration and strategic financial management.

With good IT skills, you will bring in your experience in excellent organization and planning. You will have the ability to manage budgets and oversee finances along with experience in producing reports or experience in writing in a clear and engaging way. You should have experience in leadership and institutional fund-raising and show effective interpersonal skills. This role will help you to build on your administration and finance management experience and develop your understanding of the voluntary and NGO sector.

This is a varied role with lots of scope for development and the opportunity to travel in Europe. We offer a competitive salary and adequate travel compensation scheme.
**Job description**

**Governance**
- responsible for the financial management and administration of WSCF-E in accordance with WSCF-E leadership and WSCF global overall strategy
- reporting to the WSCF-E leadership committee ensuring that they receive sound, accurate and timely information and advice based on professional knowledge and understanding of the field to enable WSCF-E leadership committee to lead WSCF-E strategically

**Finance management**
- responsible for identifying and implementing steps so that WSCF-E remains financially stable
- manage book-keeping, external audits of WSCF-E accounts and oversee handling of cash
- draw up annual budgets with the WSCF-E leadership committee's input and final approval
- oversee timely preparation and submission of WSCF-E’s annual accounts, in liaison with WSCF-E’s Treasurer

**Fundraising management**
- responsible for planning, initiating and coordinating fundraising to cover programmatic and operational expenses of WSCF-E
- identify new potential sources of income to enable WSCF-E to stay financially secure

**Grant management**
- ensure grants are used according to the given grant application and any given donor’s guidelines
- manage program budgets, keeping accurate records of spend
- produce financial and narrative reports for donors in a timely manner required by them

**Program management**
- support volunteers in program execution by educating them on expected program formats/outcomes
- support program execution by related administration, logistics, promotion and communications

**Staff management**
- responsible for management of staff together with the WSCF-E leadership committee
- responsible for recruiting new staff members together under WSCF-E leadership committee
- ensure the welfare of staff is maintained

**Internal work management**
- lead on the preparation of written annual delivery plan setting out WSCF-E’s grant making goals and expectations for the year
- support the WSCF-E leadership committee with logistics, communications and related administration necessary for statutory meetings, event preparatory meetings, and for online and in person operational meetings

**Communication**
- keeping the WSCF-E leadership committee and staff and up to date on activities through updates
- communicate with global staff, WSCF-E alumnae/ senior friends, donors/ institutional partners, local authorities, suppliers
- representing WSCF-E internally and externally and maintain its profile

**Participation**
- participate at online and in person WSCF-E leadership committee operational meetings; WSCF-E and WSCF global statutory meetings and WSCF-E programmatic events

**Strategic**
- ensure financial control and risk management systems are in place
- ensure that the WSCF-E as an NGO fulfills its legal obligations
- provide strategic direction for continuous improvement in fundraising, communications, staff welfare, program development

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**Person Specification**

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<thead>
<tr>
<th>Qualification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Experience and skills</strong></td>
<td>• educated to a degree level or possessing relevant experience</td>
<td>• ability to work flexibly, both independently without supervision and as part of a ‘remote’ environment</td>
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<td>• experience in handling finances and planning budgets</td>
<td>• experience of fundraising and obtaining grants from foundations, trusts or governments</td>
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<td></td>
<td>• competence in using a variety of computer applications, organizational websites and social media in a work setting</td>
<td>• experience in project management, non-profit, voluntary, or charitable sector involvement</td>
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<td></td>
<td>• strong administrative and organizational skills</td>
<td>• experience in writing and marketing</td>
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<td></td>
<td>• experience of staff and/or volunteer management</td>
<td>• experience in working with young people</td>
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<td>• working knowledge of German</td>
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| | | • a personal desire to work with youth and in
### Personal qualities & aptitudes

- Team
  - commitment to WSCF-E values
  - comfortable with working in a Christian environment
  - excellent communicator with the ability to respond to different audiences and cultures
  - discretion, understanding of data protection and importance of confidentiality
  - integrity, initiative and prioritization of tasks
  - ability to plan and to meet multiple deadlines

- Ecumenical ministry
  - willingness to “go the extra mile”

### Others

- Flexibility to work unsocial hours when necessary
- Flexibility to travel in Europe to attend events
- Understanding of equality and diversity

- Cross-cultural experience
- Experience of living and/or working abroad
- Christian or interest in Christianity

### Terms and Conditions

- 37.5 hours a week
- The hours and days worked whilst working on events and at times of peak workload need to be flexible
- The salary is 4,022 USD per month
- Annual leave will be 24 days per annum plus the period between Christmas and New Year is free and comes on the top of annual leave entitlement (plus German public holidays)
- Two month’s notice in writing is required for the termination of the appointment by either party
- Training during the initial 2 weeks hand-over period will be provided

### Applications and Interviews

- Further information about the job can be enquired at chair@wscf-europe.org
- **Application deadline** is 11 July 2014
- **In person interviews** will take place in Berlin on 2 August 2014
- **Start date** is 15 September 2014
- **To apply**, please send a CV and your motivation letter stating why you would be a good match for this position and how your experience and skills equip you for the role. Please also include two reference letters in support of your application. Send it to Zuzana Babicova at chair@wscf-europe.org
- Shortlisted candidates will be notified on 13 July 2014