



## Vacancy announcement: Search for CCME Executive Secretary

The Churches' Commission for Migrants in Europe (CCME) is the ecumenical agency on migration and integration, asylum and refugees, and against racism and discrimination in Europe. Members are Anglican, Orthodox and Protestant Churches and Councils of Churches as well as church-related agencies present in 20 European countries. CCME closely cooperates with the Conference of European Churches and the World Council of Churches.

CCME is seeking an Executive Secretary to develop and implement programmes in line with the work programme of the Commission<sup>i</sup>. Fundraising for projects of CCME and partners constitutes part of this position, as well as reporting on projects to partners and donors. The person will engage in advocacy vis-à-vis European institutions on behalf of CCME. The Executive Secretary reports to the General Secretary.

The Executive Secretary will ideally start his/her work at CCME in September 2018.

Qualifications and requirements:

- The successful applicant will have relevant work experience and a good knowledge of the European ecumenical landscape.
- A good understanding of biblical-theological issues and discussions in relation to migration and the changing ecclesiological landscape in Europe is essential.
- A good understanding of European policy development with regard to migration and asylum, and against racism and discrimination will be important.
- S/he will be able to demonstrate knowledge of project development, management and budget planning. Experience of successful fundraising is essential.
- The working language is English, and therefore a good command of written and spoken English is required; additional European languages, particularly French and/or German, are an asset.
- Computer literacy and command of office programmes are required.
- Candidates are expected to identify with the ethos of the organisation.

CCME wishes to encourage the application from individuals with minority ethnic or migrant background as well as from women.

For information on the work of CCME, please see: <http://www.ccme.be/areas-of-work/> , with other questions, e.g. on the conditions of employment, remuneration, etc. please contact: [Torsten.moritz@ccme.be](mailto:Torsten.moritz@ccme.be)

Interested persons are requested to send a motivation letter, cv and scanned relevant certificates in one pdf file<sup>ii</sup> to:

[info@ccme.be](mailto:info@ccme.be)

Closing date (arrival in the office): 10 June 2018, close of business

Only shortlisted candidates will be contacted

<sup>i</sup> For the CCME work programme 2018-2020 see: <http://www.ccme.be/areas-of-work/>

<sup>ii</sup> Candidates who experience logistical difficulties in creating one pdf file please contact [info@ccme.be](mailto:info@ccme.be)