



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Office for Human
Resources
lutheranworld.org

Open Position in the LWF Communion Office

“Liberated by God’s grace, a communion in Christ living and working together for a just, peaceful, and reconciled world.”

This is the vision statement adopted by the Council of the Lutheran World Federation (LWF).

Working for dignity and justice with compassion and commitment, the LWF as a global communion of churches respects diversity, in culture, history, theological understandings, perspectives on moral and ethical questions, and practice of ministry, mission and service, as a richness of God’s creation.

Position:	Secretary for Youth Department for Mission and Development
Place of Assignment:	Geneva, Switzerland
Starting Date:	As soon as possible
Duration of Contract:	Initial contract of 3 years

The position holder must be less than 30 years of age at the time of hiring. The maximum tenure is 5 years.

The LWF seeks a comprehensive approach for the accompaniment of member churches in building capacities for holistic mission encompassing proclamation, diakonia and advocacy for justice. This approach includes cross cutting priorities: theological reflection, public witness, gender justice and youth participation.

The purpose of this position is to help strengthen the representation of youth in leadership positions and youth participation within churches, regional expressions and at the various levels of the life and in the decision making of LWF.

Required qualifications:

- University degree or equivalent in theology, education or social studies.
- Some international cross-cultural experience in the area of church youth work preferably with LWF member church, mission society, related agency or ecumenical organization.
- Excellent communication skills. Proactive, innovative and creative. Strategic and accurate planning skills. Demonstrated ability to work as a team member.
- Excellent presentation skills and a good facilitator in workshop/meeting settings.
- Able to lead, encourage, motivate the youth in order for them to reach their potential.
- Excellent written and spoken English, working knowledge of another language, e.g. German or French or Spanish is desirable.
- Able to establish good working relationships with a variety of people and culturally sensitive.
- Very good knowledge of communication tools (web sites, social media, news articles, blog articles, interviews, etc.). Experience in moderating long processes, also in challenging situations.

Candidates for this position require an LWF member church endorsement.

Closing date for applications: 15 February 2018

To apply, click on the following link:

https://lutheranworld.recruiterbox.com/jobs/fk0f8vc?cjb_hash=O_Cofx20&apply_now=true



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Position Description	Position Title: Secretary for Youth
Date: January 2018	Department/Unit: Mission and Development
	Position holder: Vacant

Direct Supervisor:	Director for Mission and Development
Supervises:	Administrative support (20%)

Salary	
Grade:	16

Work Time	
Work time %	100%
Travel	<input checked="" type="checkbox"/> extensive (more than 20 days/year) <input type="checkbox"/> limited (7 – 19 days/year) <input type="checkbox"/> little (less than 7 days/year) <input type="checkbox"/> none

Content of the position	
Basic purpose	<p>The LWF seeks a comprehensive approach for the accompaniment of member churches in building capacities for holistic mission encompassing proclamation, diakonia and advocacy for justice. This approach includes cross cutting priorities: theological reflection, public witness, gender justice and youth participation.</p> <p>The purpose of this position is to help strengthen the representation of youth in leadership positions and youth participation within churches, regional expressions and at the various levels of the life and in the decision making of LWF.</p> <p>The position holder must be less than 30 years of age at the time of hiring. The maximum tenure is 5 years.</p>
Basic Position Qualifications	<ul style="list-style-type: none"> • University degree or equivalent in theology, education or social studies. • Some international cross-cultural experience in the area of church youth work preferably with LWF member church, mission society, related agency or ecumenical organization. • Excellent communication skills. Proactive, innovative and creative. • Excellent presentation skills and a good facilitator in workshop/meeting settings. • Able to lead, encourage, motivate the youth in order for them to reach their potential. • Excellent written and spoken English, working knowledge of another language, e.g. German or French or Spanish is desirable. • Strategic and accurate planning skills. • Able to establish good working relationships with a variety of people
	<input type="checkbox"/> Three or four years of job training apprenticeship) <input type="checkbox"/> Secondary-level high school/technical/commercial school <input type="checkbox"/> Tertiary-level technical/commercial college <input checked="" type="checkbox"/> University

	and culturally sensitive. • Demonstrated ability to work as a team member.																																										
Additional Study and Experience	<ul style="list-style-type: none"> • Very good knowledge of communication tools (web sites, social media, news articles, blog articles, interviews, etc.). • Experience in moderating long processes, also in challenging situations. 																																										
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Experience in Supervision	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Position Environment and Dimensions	<p>This position, in line with LWF strategy, LWF/DMD policies, procedures, program plan and other LWF cross cutting issues in the LWF strategy,</p> <ul style="list-style-type: none"> - accompanies churches in their efforts to increase and strengthen youth participation in the life and leadership of the churches; - encourages and accompanies youth leaders in LWF member churches globally; - strategizes together with youth, plans and implements complex global processes; - ensures the participation of youth in the life and decision-making of the Lutheran World Federation. Is able to closely listen to young people and to voice their concerns through planning skills and creativity for concrete activities. <p>Coordinates/collaborates with DMD staff as well as other colleagues in the Communion Office, member churches, related agencies, and ecumenical organizations.</p>
Main duties	<ol style="list-style-type: none"> 1. Acts as the focal point for the participation of youth in the LWF Communion in the accompaniment of the member churches and in developing relationship with other ecumenical bodies. 2. Supports and monitors youth participation as a crosscutting priority in the work of the LWF Communion Office. 3. Accompanies youth members in the LWF governance and other representative spaces in the LWF Communion of Churches. 4. Implements the LWF Youth priorities 2017-2023 through capacity building, thematic programs, project supports and campaigns.

	<ol style="list-style-type: none"> 5. Coordinates global and oversees regional LWF Youth Networks, e.g. Global Young Reformers. 6. Organizes and facilitates global and regional youth leadership meetings. 7. Promotes and supports youth- lead projects in member churches. 8. Ensures continuous communication with and about youth across the LWF Communion of Churches. 9. Mentors youth interns and trainees in the Communion Office. <p>Methodologies:</p> <ul style="list-style-type: none"> - Face-to-face meetings, church visits, seminars, conferences - Online courses and virtual conferences - Website and social media platforms (LWF Youth Facebook page, Twitter, Instagram) - Social media campaigns - Researches/surveys on youth participation - Publications of youth leadership trainings and tools - Intergenerational sharing
Special duties	Performs other related duties as assigned by the Director for Mission and Development.
<p>Major Challenges</p> <p>To act as a focal point for the participation of youth within the LWF Communion Office as the LWF accompanies member churches globally, and relates to ecumenical bodies.</p>	