

**WORLD EVANGELICAL ALLIANCE  
POSITION DESCRIPTION**



<b>KEY POSITION INFORMATION</b>	
<b>Job Title</b>	Executive Director Women’s Commission
<b>Reports to</b>	Head of Church in Community
<b>Department</b>	Church in Community
<b>Date reviewed</b>	Review every 3 years
<b>Hours and remuneration</b>	Appointment is 32 hours per month

Founded in 1846, the World Evangelical Alliance has created and nurtured an unprecedented worldwide network of nine Regional and 143 National Alliances, as well as associated partners and organizations. Today, WEA is recognized as a major representative of more than 600 million Evangelical Christians ... and growing.

In accordance with WEA Bylaws, a WEA commission/ task force is:

An international entity established by the International Council to advance the purposes of WEA in responding to specific areas of Global Challenge and opportunity.

**PURPOSE OF COMMISSION:**

The Women’s Commission is a global network seeking to equip and empower women and girls to be a compassionate prophetic Christian voice - identifying and addressing the unique needs of women around the world.

The Women’s Commission provides an internationally respected voice and platform for 300 million women of the Church across 129 nations, as it partners with other organisations for the benefit of women world-wide.

The Women’s Commission draws together women who represent all the regions of the WEA as well as other experts on women’s issues, in an International Team.

The WC extends its influence by collaborating closely with WEA groups and many women’s networks.

**ROLE DIMENSIONS:**

To set strategy and vision for the Women’s Commission of the WEA, in line with the overall strategy of the WEA

Co-ordinate and nurture regional women’s groups encourage and promote the work of the regional leaders of the various women’s commissions (they have various names)

help all regional EAs to values and promote the roles and gifting of women

promote healthy leadership and co-working models between women and men

train women in leadership proficiency using materials in WEA kit (recognizing cultural differences)

promote Biblical understanding of God’s view of men and women as equally valued and equally gifted

liaise and work with other WEA bodies

represent evangelical women to the wider world eg. UN, government bodies

**MAJOR RESPONSIBILITIES**

ROLE DIMENSION / DESCRIPTION	End Results Expected	TIME SPENT
Leadership and planning: <ul style="list-style-type: none"><li>• Set strategy and vision in line with overall WEA strategy and the Roadmap 2030</li><li>• Oversee the development and implementation of the strategic plan</li><li>• Oversee budgeting and planning process</li><li>• Cast vision and build culture internationally</li><li>• Management of any interns, volunteers</li><li>• Write for Christian media and develop social media content</li></ul>	Clearly understood mission in the International Team Women represented at every level of decision making in all the regions The Women’s Commission is recognized as an evangelical voice on women’s roles, giftings and contributions	

<p>Operational:</p> <ul style="list-style-type: none"> <li>• Undertake fundraising activities</li> <li>• Seek opportunities to speak and write on women’s issues in the Christian media</li> <li>• Supervise the updating of the website pages of the WC and other social media; maintain regular communication with the WC family</li> <li>• Develop and maintain strategic partnerships internationally</li> <li>• Develop and maintain regular and effective communication with the International Team and help them develop their capacity and effectiveness</li> <li>• Report The ED shall be accountable to the DSG of M through the relevant departmental head, which comprise shall comprise the ED line of authority</li> <li>• Provide a list of staff members or volunteers assisting the ED</li> <li>• Provide a mission statement to the DSG of M on appointment with a copy to the DH</li> <li>• The ED shall prepare and present an annual strategic plan to the Departmental Head (DH) (DH)who will incorporate it into the departments strategic plan and forward to the DSG of M.</li> <li>• Quarterly reports to be submitted to the DH and incorporated into the departments report which is then forwarded to the DSG of M. (Dates of submission to be confirmed annually) to reflect outcomes and achievements of Comm/TF</li> <li>• Report to and maintain</li> </ul>	<p>All these points are carried out</p>	
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Personal : <ul style="list-style-type: none"> <li>• Develop positive relationships with women in the WEA</li> <li>• Encourage new projects in the regions and nations</li> <li>• Link with other leaders in women's ministry and women leaders in Christian contexts</li> </ul>	The International Team is a cohesive group which models servant hearted leadership	
		100%

<b>Knowledge, Skills, Abilities:</b> <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
<b>Education</b>	<i>Degree level in theology</i>	Essential
	<i>Post graduate qualification in theology/gender studies/ development/management</i>	Preferred
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• understanding of women in the church and women's issues in wider society.</li> <li>• Ability to take initiative, to listen well and inspire the International Team</li> <li>• Excellent communication skills in English across platforms</li> <li>• An effective networker across cultures and different church denominations</li> <li>• Ability to speak effectively into Church traditions/ culture</li> <li>• Competent in writing project proposals and</li> </ul>	Essential
	Ability to speak more than one language Qualifications in development and/or theology Competent in financial planning	Preferred
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A vibrant personal Christian faith</li> <li>• Proven experience in working on issues facing women</li> <li>• Proven experience in organisational leadership and delivery of strategic plans</li> <li>• Experience in networking and building coalitions</li> <li>• Understanding of cross-cultural gender issues</li> </ul>	Essential

<p><b>People Values of WEA</b></p>	<p>Campaigning and/or advocacy Fundraising</p>	<p>Preferred</p>
	<p><b>Relational:</b> Relationships are key as we collaborate across evangelicals around the world.</p> <ul style="list-style-type: none"> <li>- We do not work in silos but actively welcome cooperation.</li> <li>- We want to abide by an open consultative management style.</li> <li>- We will develop respectful relationships across the levels of the organizations as well as with external members.</li> </ul> <p><b>Excellence:</b> Our work is not mere performance. We want to support our people to work out of their gifts and for their work to be reflective of their service unto God.</p> <ul style="list-style-type: none"> <li>- Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts.</li> <li>- We want to recognize the value of an individual's gifts and help them actively develop them while serving at WEA.</li> <li>- Our collective work efforts will be channeled to develop strong and dynamic background systems within the organization.</li> </ul> <p><b>Humility:</b> As Christ followers, we recognize that it is Christ who qualifies us and enables us in our ministry. We do not have all the answers, we do not need to position ourselves.</p> <ul style="list-style-type: none"> <li>- We are committed to continuous improvement.</li> <li>- We are freed to be who we are created to be.</li> <li>- We are not arrogant of our position and our achievements.</li> </ul> <p><b>Globally oriented:</b> Evangelicals all around the globe are made in the image of God. Representing this diversity, our operations will intentionally seek out different voices and unite them based on the gospel</p> <ul style="list-style-type: none"> <li>- We are diverse.</li> <li>- Our united voice reflects our diversity.</li> </ul>	<p>Essential</p>