



THE LUTHERAN WORLD FEDERATION

A COMMUNION OF CHURCHES – EINE KIRCHENGEMEINSCHAFT – UNA COMUNIÓN DE IGLESIAS – UNE COMMUNION D'ÉGLISES

LUTHERISCHER WELTBUND – FEDERACIÓN LUTERANA MUNDIAL – FÉDÉRATION LUTHÉRIENNE MONDIALE

General Secretariat / Office for Personnel

New Position in the Renewed 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) for the LWF strategy 2012 - 2017.

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.

Would you like to work with us?

Female applicants are particularly welcome!

Position:	Secretary for LWF Youth Department for Mission and Development
Place of Assignment:	Geneva, Switzerland
Starting Date:	1 July 2012, to be discussed
Duration of Contract:	Initial contract of 3 years

Required Qualifications:

- University degree in theology.
- Several years working experience in church youth work, preferably in an international cross-cultural environment.
- Good knowledge of new social media and web experience.
- Fluency in English; French, German and Spanish would be an asset.

Candidates for this position shall be younger than 30 years old at the beginning of the service, and require a Church Endorsement.

Applications (motivation letter and detailed curriculum vitae in English), with the names and the e-mail addresses of three persons who know the applicant professionally, should be sent by **31 January 2012** to:

The Rev. Rudolf Renfer
Director for Personnel
The Lutheran World Federation
P.O. Box 2100
CH-1211 Geneva 2
Switzerland

E-Mail: sw@lutheranworld.org



Position Description	Position Title: <i>Secretary for LWF Youth</i>
	Department/Unit: <i>Mission and Development</i>
	Position No. <i>9370.01</i>
Date: 06.12.2011	

Direct Supervisor	Director Department for Mission and Development
Supervises	LWF Youth desk

Salary	
Grade	15 (to be confirmed)

Work Time	
Full time	Yes
Travel	Yes, but limited

Content of the position						
Basic Purpose	<p>The Secretary for LWF Youth is the focal person for ensuring the participation of young people in the life and decision-making of the Lutheran World Federation. He/she works with staff in the LWF Communion Office to follow-up youth participation as a cross-cutting priority of the LWF strategy and in accordance with decisions of the LWF governing bodies.</p> <p>He/she encourages and accompanies young leaders globally by using a wide range of methodologies: face-to-face meetings, seminars, conferences and social media. He/she strategizes together with young people, plans and implements complex global processes.</p>					
Basic Position Qualifications	University degree in theology					
Additional Study and Experience	<ol style="list-style-type: none"> Several years of working experience in church youth work, preferably in an international cross-cultural environment. Good knowledge of new social media and web experience 					
Years of Experience Needed	Requirement At least 2 years		Desirable 3 to 5 years			
Language Knowledge:	Requirement			Desirable		
	Basic knowledge	Speak and understand	Write and discuss	Basic knowledge	Speak and understand	Write and discuss
X English			Excellent			
X French						Fair
X German						Fair
X Spanish						Fair
Experience in Supervision	Yes, for small teams					

<p>Position Environment and Dimensions</p>	<p>The position holder is the focal point within the LWF Communion Office in order to give expression to LWF Assembly commitments and LWF strategy to meaningfully include youth in the life and decision making of the LWF at all levels.</p> <p>He/she works as team member of the Department for Mission and Development and works towards the achievement of the vision of the LWF Assemblies and the Communion Office and departmental goals. As such he/she leads youth participation inside the department and the Communion Office, but contributes also to other areas of work.</p> <p>He/she is able to closely listen to young people and to voice their concerns. He/she has the relevant planning skills and creativity to help to develop concrete activities on the basis of these concerns and strategic commitments.</p> <p>The holder of this position will work closely with member churches and related agencies promoting the involvement of youth and serving as a link in matters concerning youth between them and the LWF. He/she collaborates with colleagues within the department, other LWF departments/units, World Council of Churches (WCC) and other ecumenical organizations.</p>
<p>Main duties</p>	<ol style="list-style-type: none"> 1. Plans, organizes, implements and follows-up the work on specific accompaniment of young leaders in close consultation with the Director for Mission and Development and based on the recommendations of the Program Committee for the department. 2. Organizes the implementation of youth as cross cutting issue within the Communion Office and fosters full inclusion and integration of youth and youth concerns in the life and decision making of LWF at all levels (sub-regional, regional, global) and in all areas of work. 3. Accompanies member churches in searching for effective ways to strengthen the youth work and the active participation of young people in the life and work of the churches and generally promotes the ministry to youth and young adults in member churches. 4. Maintains and strengthens youth networks on all levels and fosters awareness of and responses to issues relating to a greater involvement and participation of youth in churches' governing bodies. 5. With the assistance of LWF Office for Communication Services assumes responsibility for improving and updating the LWF youth blog, the LWF Youth Facebook page and other outlets. 6. Accompanies and trains interns and trainees in the Communion Office in close collaboration with WCC and other ecumenical organizations. 7. Maintains contact with and assists elected youth members on the Council on their task of representing youth and other concerns of their churches. 8. Facilitates and supports meaningful youth participation in the Assembly.
<p>Special duties</p>	<p>Responsible for ensuring youth participation as crosscutting priority is integrated into the work of the LWF Communion Office.</p>
<p>Major Challenge</p>	<p>To act as a focal point for the participation of youth within the LWF Communion Office as the LWF accompanies 145 member churches globally, and relates to ecumenical bodies.</p>