

Vacancy announcement:

- **CCME Executive Secretary/secretaries (theology & migration and advocacy) – 2 half time positions and**
- **CCME Fundraiser & -manager - 1 half time position**

CCMEⁱ is seeking a to fill in total 1.5 staff positions, ideally by April 2022, for the position of Executive Secretary/Executive Secretaries as well as Fundraiser & -manager to develop, resource and implement programmes in line with the work programme of the CCME.ⁱⁱ.

The position(s) could be filled as one full time and one half time positions (38 h/week) combining work areas or as 3 half time (19 h/week) positions. Applicants are requested to indicate if they apply for a full time or part time position. Applicants are also requested to indicate the work area they'd like to cover.

The positions each include work in one of the following three areas:

1. Theology, ecclesiology and migration. Work in this area will continue to map, document and facilitate exchange on efforts of churches in Europe on "being church together/uniting in diversity".
2. Advocacy vis-à-vis European institutions on behalf of CCME and its members in particular in the area of SAFE PASSAGES to Europe and the role of family in migration
3. Fundraising and for the ongoing work ("core business") and projects of CCME and partners among churches as well as secular funders, as well as reporting on and documenting the use of financial resources to partners and donors.

Qualifications and requirements for the different work areas :

- The successful applicant will have relevant work experience and knowledge of the European ecumenical landscape (essential for area 1, an advantage for areas 2 and 3).
- A good understanding of biblical-theological issues and discussions in relation to migration and the changing ecclesiological landscape in Europe is essential (for area 1)
- A good understanding of European policy development with regard to migration and asylum, and against racism and discrimination will be important (area 2)
- A demonstrated knowledge of project development, management and budget planning. Experience of successful fundraising as well as track record in financial and narrative reporting and a basic understanding of project accounts is essential (essential for area 3, an advantage for area 1 and 2)
- 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 in particular for area 3.
- Experience of communicating ongoing work and results using a variety of media is an asset (all 3 areas in particular area 3)
- Computer literacy and command of office programmes are required.(all 3 areas)
- Candidates are expected to identify with the mission of the organisation¹ⁱⁱⁱ. (all 3 areas)

The Executive Secretaries and the Fundraiser & -manager report to the General Secretary.

The Executive Secretaries and the Fundraiser & -manager will ideally start their work at CCME in April 2022

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

The position is in principle based in CCME's office in Brussels (currently partly as telework). Candidates should therefore be authorised to work in Belgium

The work area on theology, ecclesiology and migration could be organised as a remote consultancy work if desired. The positions are initially for one year and might, depending on financial and organisational circumstances after that, be transformed into long-term/permanent position(s).

The salary for a full time position will be in the range of 3.300-3.600 EUR gross depending on experience and qualifications. The salary package includes meal vouchers, end of year allowance and holiday allowance as well as moving costs (within limits defined by the CCME staff regulations).

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

Interested persons are requested to send a motivation letter and CV to info@ccme.be. Other supporting documents might be requested at a later point.

Closing date (arrival in the office): 6th March 2022

Only shortlisted candidates will be contacted

ⁱ 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.

Fundraising

ⁱⁱ <https://ccme.eu/wp-content/uploads/2021/11/Work-Progr-2021-23-as-adopted-FINAL.docx.pdf>

ⁱⁱⁱ (CCME mandate and mission statement <https://ccme.eu/index.php/who-we-are/mandate-of-the-commission>)