

<b>Interserve (CH)</b>	
<b>Job Description</b>	
<b>Function:</b>	Member of Leadership Team (LT) Mitglied der Geschäftsleitung; membre de l'équipe dirigeante
<b>Department:</b>	National Office Interserve Switzerland
<b>Location:</b>	open
<b>Position available:</b>	from October 2008 – open to discussion
<b>Term of appointment:</b>	Full-time fixed term appointment, ideally with long term view
<b>Annual leave</b>	According to Swiss employment laws
<b>Common Commitment</b>	The successful candidate will be required to sign the Interserve Common Commitment which expresses the shared commitment to the basis of our faith, the purpose and vision of Interserve, its values and operating principles and mutual responsibilities.
<b>Reporting to:</b>	The National Director and the Board of Interserve (CH) through the Chairperson
<b>Finances</b>	The candidate is expected to raise a percentage of his/her salary. The Swiss office of Interserve is willing to assist in finding support, if necessary.
<p><b>The Organisation</b></p> <p style="text-align: center;"><b><i>Our Vision</i></b></p> <p style="text-align: center;"><i>Lives and communities transformed through encounter with Jesus Christ.</i></p> <p style="text-align: center;"><b><i>Our Purpose</i></b></p> <p style="text-align: center;"><i>To make Jesus Christ known through wholistic ministry, in partnership with the global church, amongst the neediest peoples of Asia and the Arab world</i></p> <p>Interserve (CH) specialises in the envisioning, recruiting, placement and ongoing support of Christian personnel who serve as Partners in strategic ministries in the Middle East, Central, South and South East Asia. Currently Interserve (CH) has 17 Partners serving in 7 countries, and places around 10 short-termers through the On Track programme each year.</p> <p>Interserve (CH) is part of an international fellowship of national organisations - committed to wholistic ministry as a means towards enabling lives and communities to be transformed by Jesus Christ.</p> <p>As an international organisation the fellowship operates in accordance with agreed objectives developed by consultative processes and overseen by an International Council. The agreed objectives are implemented through a structure that includes an</p>	

International Leadership Team which in conjunction with regional leadership has primary responsibility for determining priorities in the regions where the fellowship operates as well as responsibility for pastoral support and deployment of Partners in the field.

In organisational terms Interserve (CH) is

- part of the Eurasia Region within the international fellowship
- an association (Verein/association) – with its seat in Winterthur, Canton Zürich and a membership of around 60

The association (Interserve (CH)) is bound by the constitution which includes the aims of the association and the basis of Christian belief accepted by members.

Members of the association are invited by the Board or leadership team to join on the basis of interest shown in the work of Interserve (CH) to ensure a broad representation from amongst the supporters of Interserve (CH).

The Board (Vorstand/comité) comprises at present 6 persons elected by the members of the association for a three year term, renewable twice. The chairperson is appointed by the association and the Board otherwise constitutes itself.

### **General Framework for Members of the Leadership Team**

#### **To implement the National Strategic Plan adopted by the Board of Interserve (CH)**

The primary responsibility of the LT is oversight of the promotion and implementation of the National Strategic Plan ensuring that Interserve (CH) is fully focused on achieving the stated outcomes in that plan. These outcomes are:

1. Appropriate **placement** of well-prepared partners, short-termers and staff
2. Excellent **member care** for partners, short-termers and staff with emphasis on prayer for the work of Interserve worldwide
3. Effective **partnerships** with those who share our vision, in Switzerland and elsewhere
4. Excellent **management and governance**, equipped for growth and change
5. Developing the **financial sustainability** of the association and maintaining **solidarity** with others in the Fellowship

The LT is required to report progress on implementation of the National Strategic Plan to the Board on a regular basis and annually at the Members' Meeting (AGM/Mitgliederversammlung/assemblée générale).

#### **Primary Duties**

1. **To represent Interserve at public meetings, church services, conferences and selected opportunities to raise the profile of Interserve throughout Switzerland.**
2. **To serve formally as networker and Interserve representative within organisations such as Arbeitsgemeinschaft Evangelischer Missionen (AEM), Interaction, plateforme pour le développement, Unité, DEZA.**

**3. To promote the work of Interserve in Switzerland through the sustained development of appropriate media tools** with a view to recruiting partners and developing a committed support base, including finance.

**4. To participate as an ex-officio member of all Board meetings** and represent executive interests to the Board.

**5. To participate as a representative of Interserve (CH) in Regional and International forums of Interserve.**

As Switzerland is part of the Eurasia Region of Interserve, the LT represents Switzerland in partnership in that region. This will involve collaboration with the Regional Director and other leadership teams within the region. There can also be opportunity to contribute and respond to International forums and from time to time to serve on Regional or International Committees. This can occasionally involve attendance at international meetings.

## **Selection criteria**

### **Personal Style / Qualities**

#### ***Essential***

- Integrity, spiritual maturity and prayerfulness
- A leadership style demonstrated by consultation, servanthood, being approachable and willing to listen
- Develops and maintains strong interpersonal relationships and values partnership
- Balances planning and thinking with a bias for action
- Is energetic, self motivating and able to motivate and inspire others
- Is flexible in handling and moving with change
- Attitude of on-going learning

### **Knowledge**

#### ***Essential***

- Solid understanding of the wholistic approach to Christian mission, including the theological basis for this
- Ability to maintain strategic relationships and to develop new ones
- Fluency, both spoken and written, in German. Good level of spoken and written English for international communications. Fluency in French highly desirable.

### **Experience**

#### ***Essential***

- Evidence of cross cultural understanding and sensitivity, ideally with experience in working or living in a cross-cultural setting.
- Willingness and ability to work with Christians across a broad range
- Public speaking and presentation skills
- Experience and ability in written communication
- Experience and ability to communicate using contemporary telecommunication and electronic technologies (or willingness to develop the appropriate skills in order to use such technology)

#### ***Desirable***

- Experience working in a Christian organisation or Non Government Organisation
- Experience in fundraising
- Experience relating to churches
- Experience in performance reporting against goals and objectives
- Conflict resolution skills and ability to handle confrontation

## **Commitment**

### ***Essential***

- To hold a theological position consistent with Interserve's basis of belief - [www.interserve.org/ch](http://www.interserve.org/ch)
- A commitment to fellowship and service within a local church
- A commitment to working with Christians across the spectrum of Christian belief
- A commitment to the vision of Interserve of seeing 'lives and communities transformed through encounter with Jesus Christ' by means of wholistic service, which is both action and word

## **Application Procedure**

Applications must consist of the following:

1. Covering Letter of Motivation The covering letter should include your contact address, telephone number and the names and contact details (address, phone, fax and e-mail) of four referees, including your pastor and if possible a senior person closely associated with your current work.
2. Resumé or Curriculum Vitae A brief history of your employment and experience that covers the following areas in not more than five pages:
  - educational qualifications and professional affiliations
  - employment history specifying dates of employment, title of the position, name of employer, main duties or accountabilities and achievements.
  - other roles specifying dates of involvement, title of role and main responsibilities and achievements.
3. Selection Criteria A statement addressing how the selection criteria have been met.

Applications to:

Mr Philipp Stegmann (Chairman of the Board of Interserve (CH), trilingual  
Homburgstr. 5S  
3612 Steffisburg

Email : philipp.stegmann@bluewin.ch  
Tel: 079 463 63 00

---