

**WORLD EVANGELICAL ALLIANCE
POSITION DESCRIPTION**



KEY POSITION INFORMATION	
Job Title	Director of the WEA Geneva Office
Reports to	Director of Global Advocacy
Department	Global Advocacy
Date reviewed	November 10 th 2023

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.

PURPOSE OF DEPARTMENT:

The WEA Global Advocacy Department was established in 2021 to bring under one umbrella all the advocacy work of the WEA.

The World Evangelical Alliance is formally registered as an NGO in Special Consultative Status with the United Nations. This accreditation provides ample opportunities to be a voice for the worldwide evangelical community and the values it stands for, which are also reflected in the UN Charter and the Universal Declaration of Human Rights. The Geneva office, established in 2012, is a platform for evangelical constituencies to raise their voices and to engage for human rights, humanitarian policy and refugees.

PURPOSE OF POSITION:

The Director of the WEA Geneva Office works under the direct supervision of the Director of Global Advocacy. He/she actively coordinates and collaborates with the Permanent Representative of the World Evangelical Alliance to the United Nations in Geneva. The Director of the WEA Geneva Office’s mandate is to manage and direct the operations of the office in order to serve WEA members, affiliates and the wider WEA constituency by providing access to and participation in human rights mechanisms, humanitarian policy and refugee protection agencies in Geneva.

MAJOR RESPONSIBILITIES

ROLE DIMENSION / DESCRIPTION
<p>Programs:</p> <ul style="list-style-type: none">• Establish and implement the Office’s strategic plan, in line with Global Advocacy Department’s objectives and priorities. Establishing the annual priorities should be collaboration with the Permanent Representative and subject to the approval of the Director of Global Advocacy.• Supervise the offering of advocacy support in the areas of human rights, humanitarian assistance and refugee protection and implement agreed advocacy strategy. Advocacy support should primarily be done in consultation with national alliances and other WEA stakeholders. Advocacy support is accomplished through research, drafting reports, building coalitions, coordinating advocacy activities with other partners and constituencies, and setting up meetings with diplomatic staff, UN experts and other organisations.• Plan and coordinate public communiques or reports with the Director of Global Advocacy and the Permanent Representative.• Represent WEA Geneva in relevant UN and other meetings in Geneva. Facilitate and support the participation of the Permanent Representative in high level meetings.• Develop a communications strategy for the work of the Office and oversee implementation.
<p>Management:</p> <ul style="list-style-type: none">• Establish and implement a budget; establish a financial report.• Establish and implement a fundraising strategy, manage donor and partner relationships.• Administrative follow-up with the Swiss EA, with regard to working permits, office space and rent, salaries, and donor management.• Hire, supervise and evaluate subordinate employees. Supervise a clear allocation of tasks and portfolios, based on the strategic plan and annual priorities.
<p>Clearance:</p> <ul style="list-style-type: none">• For sensitive and / or controversial issues – either in terms of the security of our constituencies or in terms of the potential consequences our course of action could trigger for WEA, its reputation or its relations with constituencies, partners, governments and diplomats or for our constituencies and partners themselves, the Director of the Geneva Office should consult the Director of the Global Advocacy Department as well as the Permanent Representative, who may also consult the OSG.

Knowledge, Skills, Abilities: (The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)		
Education	University degree, preferably in law, international law or international relations	
Knowledge & Skills	<ul style="list-style-type: none"> • High written and spoken proficiency in English, functional proficiency in French helpful. • Quick comprehension of complex issues and when required formulation of requests in a sensitive, solution-oriented and diplomatic manner. • Capacity to write professional advocacy reports. • Knowledge of international human rights law and system. • Knowledge of the Evangelical Christians (branches, characteristics, history) and of the functioning of Evangelical alliances. • Committed Evangelical Christian with well-versed biblical knowledge and a passion to serve the Church in society. • Capacity to build connections and relations in international forums such as the UN. • A self-starter who can work independently with limited supervision. • Capacity to work collaboratively with other parts of the WEA and with national alliance leaders across many cultures (ability to speak more than one language an asset). 	
Experience	<ul style="list-style-type: none"> • Experience in advocacy at national, regional or international level • Ability to apply biblical principles to their life and their work • Ability to maintain a healthy equilibrium between work and family • Proven capability to act as a peacemaker and a bridge builder, to seek dialogue, to speak truth with love, with gentleness and respect for professional boundaries • Respect cultural sensitivities • Ensure the positions transmitted at the UN reflect those of the WEA and of the concerned EAs. 	
People Values of WEA	Relational: Relationships are key as we collaborate across evangelicals around the world. <ul style="list-style-type: none"> - We do not work in silos but actively welcome cooperation. - We want to abide by an open consultative management style. - We will develop respectful relationships across the levels of the organizations as well as with external members. 	Essential

	<p>Excellence: 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">- Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts.- We want to recognize the value of an individual's gifts and help them actively develop them while serving at WEA.- Our collective work efforts will be channeled to develop strong and dynamic background systems within the organization. <p>Humility: 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">- We are committed to continuous improvement.- We are freed to be who we are created to be.- We are not arrogant of our position and our achievements. <p>Globally oriented: 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">- We are diverse.- Our united voice reflects our diversity.- Together our voice will be a force for good in this world.	
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