



Job Description
General Secretary
of the
European Evangelical Alliance
June 2021

The European Evangelical Alliance is a continental network serving some 23 million Christians through its 35 National Alliances, networks, initiatives, and organizational partners (affiliate members). As regional evangelical alliance, we are part of the global network of the World Evangelical Alliance. We want to see movements of Jesus Followers glorifying God and serving people across Europe. Our mission is to CONNECT for common purpose, EQUIP for integral mission and REPRESENT with a united voice.

The EEA is seeking a godly, gifted, proven, and articulate transformational evangelical leader capable of casting vision for, aligning, mobilizing and empowering its membership (a continental network of networks) to serve as its next General Secretary. This high-profile position requires a humble commitment to a wise and winsome stewardship of the EEA and its influence.

Working under the strategic direction of the Board of the EEA, the next General Secretary must work through and with the staff of EEA, and the independent European National Alliances, networks, initiatives, and organizational partners.

To this end the next General Secretary is expected to:

Set the Strategic Direction and Cast Vision for the EEA

- In conjunction with the Board and staff, and key leaders of the wider EEA family, set the strategic agenda for the work of the EEA in conjunction with the overall goals of the WEA. This will include long, medium and short-term strategies and specific objectives for fulfilling the EEA mission. This will be an ongoing process of reporting, evaluation and adjustment.
- Achieve alignment: The General Secretary must ensure that all within the EEA network understand, see, and accept—to the limit of their resources—their role in fulfilling the EEA mission while also fulfilling their unique, localized mission.
- Communicate regularly through story and statistics progress toward achieving strategic objectives to the Board, the EEA family as well as the WEA.
- Share the EEA vision, mission and story to prospective donors and partners.

Ensure that the EEA Communicates Appropriately to its Stakeholders and Publics. (Speaks Prophetically and Pastorally to its many audiences.) Though the General Secretary will be the lead spokesperson for the EEA, he/she will ensure that the general, specific and collective concerns of EEA members are most effectively communicated and heard:

- Before European political and civic leaders. (In specific national situations this will be in concert with leaders of national alliances.)

- As an Evangelical voice and thought leader to other Europe-wide Christian bodies
- Representing Evangelicals to European leaders of non-Christian Faiths
- Speaking jointly with leaders of other Christian Communion and non-Christian on matters of shared concerns
- Ensuring that the EEA visits and is represented at significant events staged by National Alliances and on WEA level.
- Ensuring that successes, concerns, activities, and challenges facing members of the EEA family are shared through the EEA family via the EEA web site, the press and media.

Equip and Empower National Alliances: The staff, led by the General Secretary, is working with the independent National Alliances to strengthen them by:

- Providing training in the operational aspects of running a National Alliance, e.g., fund raising, network building, member development, advocacy.
- Equipping them for ministry through the activities of the networks and connecting them with potential ministry partners
- Providing “coaching” by more mature National Alliances
- Facilitating group learning and exchange programs between NEAs and partners

Equip and Empower EEA Networks: The staff, led by the General Secretary, is working with the EEA Networks to strengthen them by:

- Providing the pan-European platform for networks to enable them to provide helpful resources for the ministry of the EEA and NEAs
- Enabling and strengthening the links to NEAs and Affiliate Members
- Coordinating and chairing the Network Roundtable
- Connecting National Initiatives / Networks to form a European approach

Providing leadership for the program staff of the EEA

- Provide professional management and leadership to a multi-cultural and multi-national team.
- Hire, terminate, manage, and review the performance of EEA staff

Overseeing General Operations (including the EEA Office in Bonn): He/she shall:

- Ensure that the Board’s and General Secretary’s responsibilities as defined in the EEA statutes / bylaws are administered well.
- Oversee administrative, financial, and reporting systems in line with generally accepted accounting practices and as required of European registered corporations.
- Ensure that the EEA is adequately funded. This includes independently raising, or “bringing with them” funding for the personal salary of the program staff.
- Oversee communication through various channels to EEA members and the European community

Work with and Support the Board of the EEA by:

- Attending Board meetings in an advisory capacity, with the right of proposing in decisions
- Administering Board meetings
- Implementing Board resolutions

- Working with Board work Groups

Candidate Requirements

The ideal candidate

- will have a vision for God's Kingdom in Europe
- understands the diversity of European culture, modernity and post-modern thinking
- understands and cherishes the diversity of Evangelicalism
 - appreciates the denominational diversity in Europe
 - will have experience both in church and organizational / Christian ministry circles
 - is able to integrate diversity of National Alliances
 - is a strong networker
 - has substantial strength in building (cross cultural) relationships

His / Her Leadership core strengths are

- Visionary, strategic thinker
- Facilitator of teamwork
- Statesmanlike, is able to give "presence" to an audience
- Regarding communication, he / she is
 - able to articulate vision
 - an inspirational communicator with cross-cultural sensitivity
- General requirements:
 - The candidate is a devoted and joyful follower of Jesus Christ
 - His / Her personal leadership philosophy consists of being a servant, steward, and shepherd
 - He / She is in agreement with EEA basis of faith and mission statement
 - The candidate preferably has a Master's degree and is theologically engaged
 - He / She has a good knowledge of English and, if he / she has an Anglo-Saxon background, a good grasp of another European language is strongly preferred.
 - The candidate has a good grasp of management issues
 - He / she has cross-cultural experience.

Position Description of the General Secretary of the European Evangelical Alliance

Function of Job

The role of the General Secretary (GS) exists to connect with the members of the European Evangelical Alliance (EEA) and connected bodies, to encourage and equip them and to represent them at a European level. He functions as the CEO and the representative of the EEA as a full-time staff member.

Job Title

General Secretary

Reporting to

The board of the EEA represented by the EEA President

Directly overseeing

The staff and volunteers of the EEA

Standing in when absent

The President of the EEA board or assigned as needed

The Goal for the Job

The GS casts vision and enables to create the plans and ensures the management and activities of the EEA. He proposes and safeguards the strategies, implementation and emphases necessary to develop and fulfil the purposes of the EEA. He builds capacity and resources. He oversees the staff, volunteers and networks as they fulfil the aims of the EEA.

(Current) Position Result Description (PRD) of the General Secretary of the European Evangelical Alliance

This section serves as general info. The PRD will be evaluated and updated at the end of the first year of the new General Secretary in office

Key Result Areas

1. *To propose and pursue plans and initiatives to further the EEA's vision for Europe and implement them accordingly*

This is done well when:

1. Long-term vision, strategies and capacity are being developed in close collaboration with the main stake holders
2. Clear yearly goals based on the long-term strategies and plans are presented to the board and the General Assembly (GA)
3. The necessary steps are being taken to ensure that the GS and the staff are fulfilling the agreed plans
4. The week of prayer is being developed and organized
5. The following meetings are being organized: a) annual EEA General Assembly, b) board meetings (assisting the president) and c) any other events central to the EEA's purpose and effective functioning especially the triannual Hope Event
6. The vision and values of the EEA are being promoted in the area of communication and execution of the plans
7. Appropriate action is being taken to ensure the strategic involvement of members and partners to further the vision and the tasks of the EEA (working groups, networks, experts)
8. Members are being encouraged to be consistent with the EEA vision and ways are sought to develop new or existing membership
9. The presence and influence of the EEA in the European Union and its bodies is being developed
10. The necessary funding to run the EEA and specific projects is being sought and secured making sure the respective NEA is involved if national trusts or donors are being approached.

2. *National Evangelical Alliances (NEAs)*

This is done well when:

1. The GS understands the needs of the NEAs and helps especially the less developed ones through various means (one to one, Regional Meetings, connecting for coaching etc.).
2. The GS develops strategic partnerships with NEAs through regular communication and visits and supports them in strategic involvement in fulfilling of the bigger vision of the EEA. This also includes helping them to make available their special resources.
3. The GS is available for National EAs or other members upon request

3. *Affiliate Members and Network Chairs*

This is done well when:

1. The Affiliate Members and the Networks increasingly get an understanding what their unique contribution is on the EEA level
2. Links are made and strengthened between NEAs, Affiliates and Networks by making them aware of special opportunities or drawing them into special projects.
3. The Network Roundtable is being chaired and the Networks developed

4. *Staff and Administration*

This is done well when:

4. The work of EEA staff and Associates is overseen. This also includes the agreeing of the year plans, their evaluation and the staff appraisals.
5. The well-functioning office in Bonn is overseen which means a) the EEA is the address to turn to for issues on the European level and responds timely and professionally, b) a current database of all relevant information is being kept, c) administrative tasks are taken care of d) a well-developed website is running and e) accounting is up to date.
6. The annual budget is developed in consultation with the EEA Treasurer (member of the board)

5. *Relationship with the board and its president*

This is done well when:

1. The GS attends all board meetings and helps in their preparation.
2. There is at least one phone conversations with the chairman of the board per month.

6. *Representation*

This is done well when:

1. Essential European/international meetings or conferences related to the work of the EEA in Europe are attended
2. Unity is fostered and on-going exploration of biblical truth and mission in Europe is being taken into account when relating to others
3. Communication and representation to the WEA, other regional EAs, Lausanne and other international bodies takes place
4. A spirit of cooperation and synergy is being promoted and results in joint action on all levels.
5. European wide events are supported as joint efforts in Europe.
6. Relationships with other European Christian entities like European Denominations, CEC, CCEE are being maintained.

Receiving Information

- Reports from staff
- Reads a wide section of reports from the EA and related bodies and other European sources.

Giving Information

- Input into a regular newsletter

- Regular reports to the stakeholders are submitted (at the time being 10 per year)
- A written annual report of the ministry is submitted by 31st March to the board.

Inputs, making the decision or being involved in decision making

The GS has authority to make decisions within the agreed plans and strategies and the agreed budget.

Authority

As outlined in this PRD.

Finances

A budget is being submitted to the board and the GA.

Expenses will be reimbursed according to the agreed budget.

The post of the General Secretary of the EEA is in principle salaried. However, due to historic reasons Personal Support and / or general fund raising for the EEA is needed to keep the organization going, and this responsibility falls mainly to the General Secretary at the moment.

The present GS's personal finances are coming through personal support and are handled by OM Switzerland. He is on the payroll of OM Switzerland and being seconded to the EEA.

Evaluation

Appraised by the chairman and one other person once a year based on self-evaluation of the GS, feedback of the staff, the PRD and the year plan