



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Office for Human
Resources
lutheranworld.org

Open Position in the 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.

Position: **Head of Communication
Department for Planning and Operations**

Place of Assignment: Geneva, Switzerland

Starting Date: As soon as possible

The Head of Communication implements the LWF communication strategy, leads the communications office and communication projects in the LWF.

He/she is an advisor on all aspects of communication to the LWF Leadership Team and ensures that LWF’s communication is making visible the work of the LWF as a global communion of churches. This is essential in order for the LWF to carry out its mission as a faith-based organization working with its member churches, ecumenical partners, related organizations and the public.

Required qualifications:

- University degree in communication/journalism, liberal arts, political science or related field.
- Proven experience in a senior communications position with staff responsibility.
- Strong planning and operational skills.
- Experience working with CMS systems, social media tools and online platforms for process management.
- Sound grasp of current and trending communication tools and techniques.
- Reporting, writing and editing skills preferably in a church-related, International Organization, or NGO’s.
- Experience in public relations, relationship building.
- Experience with IT project management.
- Diplomatic skills and visionary.

Applications (including motivation letter, detailed curriculum vitae in English, copies of diplomas and work certificates) with the names and e-mail addresses of three references (two professional from present and/or previous employers/supervisors and one character reference) should be sent by **15 October 2015** to:

Ms Aline Ritchie, Head of Human Resources
The Lutheran World Federation
P.O. Box 2100, 1211 Geneva 2, Switzerland
E-Mail: anw@lutheranworld.org



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Position Description	Position Title: Head of Communication
Date: September 2015	Department/Unit: Planning and Operations / Office for Communication Services
	Incumbent: to be hired

Direct Supervisor:	Director for Planning and Operations
Supervises:	All Staff in the Office for Communication Services

Salary	
Grade:	21

Work Time	
Work time %	100%
Travel	<input type="checkbox"/> extensive (more than 20 days/year) <input checked="" type="checkbox"/> limited (7 – 19 days/year) <input type="checkbox"/> little (less than 7 days/year) <input type="checkbox"/> none

Content of the position	
Basic purpose	<p>The Head of Communication implements the LWF communication strategy, leads the communications office and communication projects in the LWF.</p> <p>He/she is an advisor on all aspects of communication to the LWF Leadership Team and ensures that LWF's communication is making visible the work of the LWF as a global communion of churches.</p> <p>This is essential in order for the LWF to carry out its mission as a faith-based organization working with its member churches, ecumenical partners, related organizations and the public.</p>
Basic Position Qualifications	<ul style="list-style-type: none"> • University degree in communication/journalism, liberal arts, political science or related field. • Proven experience in a senior communications position with staff responsibility. • Strong planning and operational skills. • Experience working with CMS systems, social media tools and online platforms for process management. • Sound grasp of current and trending communication tools and techniques. • Reporting, writing and editing skills preferably in a church-related, International Organization, NGO's. • Experience in public relations, relationship building. • Experience with IT project management. • Diplomatic skills and visionary.
Additional Study and Experience	<ul style="list-style-type: none"> • Knowledge of agile project management

	<ul style="list-style-type: none"> Knowledge of the Lutheran Church, the LWF, its mission and networks including the ecumenical movement 					
Years of Experience	Requirement			Desirable		
	<input type="checkbox"/> 0 to 2 years	<input checked="" type="checkbox"/> 3 to 7 years	<input type="checkbox"/> 8 to 12 years	<input type="checkbox"/> 0 to 2 years	<input type="checkbox"/> 3 to 7 years	<input checked="" type="checkbox"/> 8 to 12 years
	<input type="checkbox"/> over 13 years			<input type="checkbox"/> over 13 years		
Language Knowledge	Requirement			Desirable		
	Basic knowledge	Speak and understand	Write and discuss	Basic knowledge	Speak and understand	Write and discuss
English			x			
French					x	
German					x	
Spanish					x	
Other :						

Experience in Supervision	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Position Environment and Dimensions	<p>In the context of a quickly changing world in communication and public relations, this position uses modern media communication tools for spreading effective messages through appropriate material, keeping people informed about goals, policies, objectives, activities and programs of the LWF.</p> <p>The position holder is constantly aware of and sensitive to the needs, opinions and attitudes of all LWF stakeholders, building a communication bridge between media, member churches, related organizations and the public in general.</p> <p>He/she maintains a constant overview of current news issues and ensures a close coordination and collaboration between communication and fundraising efforts. In his/her role as an advisor to the management team, he/she is a co-opted member of the Communion Office Leadership Team (COLT).</p>
Main duties	<ol style="list-style-type: none"> Ensures LWF communications is continually developing and supporting the visibility of the work of LWF colleagues in a strategic way that embraces new technologies and tools Functions as editor-in-chief on publications, news and visuals Manages reputation and brand management Advises the General Secretary and the Leadership Team on communication issues Manages development projects related to the website, intranet and apps Organize LWF media coverage, press releases and support colleagues in their response to press queries Manage the communications team and ensure proper planning and reporting
Special duties	Any other duties as assigned by the Director or the General Secretary.
Major Challenges	<ul style="list-style-type: none"> Strategic development of LWF communications Telling the LWF story, so as to build stronger and closer communion with our member churches and partners.