



Gemeinschaft Evangelischer Kirchen in Europa (GEKE)
Communion of Protestant Churches in Europe (CPCE)
Communión d'Eglises Protestantes en Europe (CEPE)

VACANCY NOTICE

Study Secretary (50-100%)

The CPCE head office is looking for a theologian (full-time or part-time) to work in the Vienna office as its Secretary for Theology and Ecumenical Dialogue.

Job title: Study Secretary of the Communion of Protestant Churches in Europe
Location: The office is located in Vienna, Austria.
Start date: January – April 2021
Salary: Negotiable on the basis of the salary of a Protestant minister in Austria

Who are we?

The Communion of Protestant Churches in Europe (CPCE) links together Protestant churches, encompassing some 100 Lutheran, Methodist, Reformed and United churches from more than 30 countries throughout Europe and South America. In all, the CPCE represents around 40 million Protestants.

The foundation of CPCE stems from the Leuenberg Agreement signed in 1973. Every six years, the General Assembly of the CPCE sets the agenda for the organisation's forthcoming work. A Council of 13 members led by a triumvirate Presidium oversees progress between General Assemblies, with the General Secretary and head office in Vienna coordinating the various activities.

For whom we are looking?

We are looking for a theologian who will facilitate the theological and dialogue work of the CPCE. S/he will be a staff member of the CPCE's head office in Vienna. In addition, s/he will assume further tasks in the office in liaison with the General Secretary.

Duties

- Executive management of the CPCE's doctrinal conversations and study processes
- Executive management of ecumenical dialogues on behalf of the CPCE
- Ensuring continuity within the theological thinking of the CPCE, esp. promoting the Leuenberg Agreement and evaluating its reception
- Representing the theological thinking of the CPCE towards its member churches and ecumenical partners
- Monitoring reception of relevant theological documents produced by the CPCE
- Assisting the Advisory Board on Ecumenical Issues
- Assisting the Advisory Board on Migration and Church Communion (according to capacity)
- Preparing materials for the Presidium and the Council

a) Formal requirements

- Membership of a member church of the CPCE
- Higher degree in theology, preferably doctorate and/or postdoc qualification
- Being an ordained minister is an asset, but not a prerequisite
- Good command of English and German and preferably at least one more European language

b) Experience

- Experience and knowledge of the ecumenical movement and structures
- Profound knowledge of Protestant theology, esp. of the documents issued by the CPCE
- Experience in academic teaching and writing
- Publications in the field of ecumenical theology and ecumenical dialogue are an advantage
- Experience in the work of drafting committees for theological documents
- Good communication skills and aptitude for teamwork
- Ability to understand, think and speak theologically about the lives of the churches – the diversity as well as commonalities
- Background or active interest in an organisation working across different cultures and languages
- Willing to travel

What do we offer?

- A unique opportunity to contribute towards strengthening the church communion
- A multifaceted workplace with broad horizons at the nerve centre of European Protestantism
- An appealing possibility to work in conjunction with the General Secretary and the team at head office
- An attractive office space at a workplace based in a stunning town with a high quality of living

Applications

Anyone interested in this position is cordially invited to apply with following:

- Letter of application, including a statement of motivation
- Curriculum vitae
- List of publications
- Reference from the member church

The application, together with all appendices, should be submitted in either English, German or French by email to m.fischer@leuenberg.eu by 30 September 2020.

The selection process

Short-listing and interviewing of candidates will be conducted by the Selection Committee during October and November 2020. All applications will be treated with discretion, and the work of the Selection Committee will remain confidential. All communications and enquiries concerning the process should be directed solely to the General Secretary of the CPCE, Dr Mario Fischer.