



## **World Student Christian Federation**

### **Job Description – General Secretary**

**Reporting relationship :** Executive Committee

**Main purpose :**

To provide an overall leadership to the work of the Federation. She/he is responsible for the organization's consistent achievement of its mission and financial objectives, in global programme development and administration. The General Secretary will work with the Executive Committee Members and Staff and Student Christian Movements to ensure that the mission of the Federation is fulfilled through programs, strategic planning, advocacy and movement building.

**Duties and Responsibilities :**

**1. Governance**

- 1.1 : Work with the Executive Committee Members in order to fulfill the mission, goals of the Federation
- 1.2 : Provide to the Executive Committee Members in a timely and accurate manner all information necessary for the Exco to function properly and to make informed decisions.
- 1.3 : Organise in collaboration with other staff the General Assembly, Executive Committees and other statutory meetings as well as Executive Staff & Officers meetings
- 1.4 : Ensure proper records of those meetings
- 1.5 : Provides Administrative support to the Centennial Fund Board of Trustees

**2. Strategic Planning and Implementation**

- 2.1 : Conceptualisation and implementation of international programmes as mandated by the Executive Committee
- 2.2 : Responsible for strategic planning and annual planning
- 2.3 : Stimulate and facilitate the articulation of a global analysis and theology as well as the development of new strategies aimed at making the Federation's work more effective and relevant at national, regional and global levels
- 2.4 : Ensure the continued evaluation of WSCF activities
- 2.5 : Develop with other staff and operational plan which incorporates goals and objectives that work towards the strategic direction of the organization

### **3. Movement building**

3.1 : Work in collaboration with other staff to enable movement building at the national level through visits, correspondence and various forms of communication as well as the implementation of projects aimed at addressing specific needs related to the consolidation of national movements

### **4. Fundraising and Finance**

4.1 : Fundraising for WSCF programmes and the general budget as well as initiate thinking and conceptualisation of fundraising strategies with executive staff

4.2 : Work with the staff, the Finance Committee in preparation of a budget

4.3 : Be responsible for developing and maintaining sound financial practices

4.4 : Financial and general administration of the inter-regional/global office

4.5 : Ensure the implementation of the fundraising strategies of the Federation and the application of the Fundraising protocol

### **5. Network and Partnership building**

5.1 : Interpretation of the Federation's work and vision to churches, ecumenical bodies and fellow organisations

5.2 : Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance WSCF's Mission

5.3: Serving as WSCF's primary spokesperson to the organization's constituents, the media and the general public

5.4 : Ensure strategic communication and information sharing with WSCF Senior Friends

5.5 : Ensure strategic communication and information sharing with the Centennial Fund Boards of Trustees

### **6. Communication**

6.1 : Ensure publication of all WSCF reports

6.2 : Create a system of communication that increases awareness of WSCF activities programs and services to funders, potential funders and to their members.

### **7. Personnel & Management**

7.1 : Responsible for hiring and retention of qualified support staff, intern as need arises in the Federation

7.2 : Oversee the efficient and effective day-to-day operation of the IRO

7.3 : Develop a capacity building training for the Executive Committee Members and and Staff