



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

<b>Position Description</b>	<b>Position Title: Program Executive for Youth</b>
<b>Date: October 2020</b>	<b>Department: Theology, Mission and Justice Churches in Mission Team</b>
	<b>Incumbent: to be advertised</b>

<b>Supervisor's title:</b>	Director for Theology, Mission and Justice
<b>Supervises:</b>	None

<b>Grade of the position:</b>	16
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<b>Work Time</b>	100%
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none

<b>Content of the position</b>	
<b>Purpose</b>	<p>The Department for Theology, Mission and Justice (DTMJ) is primarily responsible for programs and themes geared towards supporting the presence and witness of the member churches (MCs) of the Lutheran World Federation – a Communion of Churches (LWF) globally and locally. DTMJ also houses the advocacy unit of the LWF.</p> <p>The purpose of this position is to</p> <ul style="list-style-type: none"> <li>- mobilize young people bringing youth perspectives into the vision, life and work of the Lutheran Communion</li> <li>- enable the exchange between young people in the Communion,</li> <li>- strengthen the representation of youth in leadership positions and youth active participation within churches, regional expressions and at the various levels of the life and in the decision making of LWF.</li> </ul> <p>The position is part of the LWF Communion Office but will be located outside Geneva, possibly in the home country of the incumbent or in one of the regions where structures for youth work is existing.</p>
<b>Required Qualifications</b>	<p><b>The position holder must be less than 30 years of age at the time of hiring. The maximum tenure is three years.</b></p> <ul style="list-style-type: none"> <li>• University degree or equivalent in theology, education or social studies.</li> <li>• Proficiency in English, other LWF languages are assets.</li> <li>• Proficient in communication tools, CMS, social media, online meetings, learning and training Conversant in office suite.</li> <li>• MC endorsement required.</li> </ul>
<b>Additional Study and Experience</b>	<ul style="list-style-type: none"> <li>• International cross-cultural experience, in the area of church youth work preferably with LWF MC, mission society, related agency or ecumenical organisations or NGOs</li> <li>• Proven experience in project management and workshop facilitation</li> <li>• Excellent facilitation skills and ability to provide safe spaces of learning through different methods of non-formal learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to lead processes with a long-term perspective, also in challenging situations</li> <li>• Able to lead, encourage, motivate and coordinate a network of young persons across the world</li> <li>• Understanding of human rights issues which affect young people in all their diversity</li> </ul>	
<b>LWF Core Skills</b>	<ul style="list-style-type: none"> <li>• Analytical thinking</li> <li>• Initiative</li> <li>• Working effectively with others</li> <li>• Leadership</li> <li>• Achieving results</li> <li>• Accountability</li> </ul>	<p>Level high Level high Level high Level high Level advanced Level confirmed</p>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Innovation</li> <li>• Communication</li> <li>• Facilitation / Negotiation</li> <li>• Coaching young people</li> <li>• Capacity Building</li> </ul>	<p>Level high Level high Level high Level confirmed Level confirmed</p>
<b>Position Environment and Dimensions</b>	<p>Acts as the focal point for the participation of youth in the LWF Communion.</p> <ul style="list-style-type: none"> <li>• <b>Internally</b>, reporting to the DTMJ Director, collaborating within the Church in Mission team working on Leadership &amp; Institutional Development, MCs projects and Diakonia, and with the DTMJ Support team. Liaising with the Regional Secretaries on the development of activities, with the Action for Justice team and with communications.</li> <li>• <b>Externally</b>, interacts and cooperates with MCs and their youth organizations, related agencies, and ecumenical organisations. Interacts with expert communities on youth.</li> </ul>	
<b>Main duties</b>	<p><b>Programmatic Support</b></p> <ul style="list-style-type: none"> <li>• Accompany MCs in their efforts to increase and strengthen youth participation in the life and leadership of the churches, and in developing relationship with other ecumenical bodies</li> <li>• Implement the LWF Youth priorities 2017-2023 through capacity building, thematic programs, project supports and campaigns to enhance participation, bring youth perspectives in the life and decision-making of the LWF and develop a community of good practices among churches for continuous learning on youth participation.</li> <li>• Encourage and accompany youth leaders in LWF MCs globally, in the LWF governance and other representative spaces in the LWF Communion of Churches</li> <li>• Coordinate and cooperate with global and regional LWF Youth Networks, e.g. Global Young Reformers.</li> <li>• Organize and facilitate global and regional youth leadership meetings.</li> <li>• Promote and support youth-led projects in MCs, voice young people' concerns and strategize together to plan and implement global projects</li> <li>• Monitor, evaluate and adjust the effectiveness of youth participation program</li> <li>• Leads strategic monitoring, research and surveys on youth participation</li> <li>• Establish the budgeting process of the program monitor and report.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Actively engage in fundraising efforts</li> </ul> <p><b>Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Define, organise and lead trainings on youth participation, through face-to-face meetings, church visits, seminars, conferences, online courses and virtual conferences</li> <li>• Provides publications of youth leadership trainings and tools</li> <li>• Supports intergenerational sharing</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Develop programmatic digital communication in collaboration with LWF Office for Communication, on LWF website and social media platforms (LWF Youth Facebook page, Twitter, Instagram)</li> <li>• Ensures a continuous and appropriate communication flow with all internal and external stakeholders and various audiences</li> <li>• Provide content material and promote news stories relating to the portfolio for the LWF Office for Communications.</li> </ul>
<b>Special duties</b>	As may be assigned by the Director.
<p><b>Major Challenges</b>  To remotely mobilize young people within the Communion and its working areas.  To help MCs to understand the need for an inclusive perspective on youth.</p>	