

# APPOINTMENT DETAILS

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## UNITED BIBLE SOCIETIES

### JOB TITLE: SECRETARY GENERAL

Job Reference: **SG002JB**

**United Bible Societies (UBS) is passionate for a world where everyone has access to the Bible and can recognise its value for them, their families and communities.**

For our global network of 150 Bible Societies operating in over 240 countries and territories, it is a moment of tremendous opportunity to reimagine and reshape the way we approach Bible ministry. Sustainability and digital transformation are pivotal challenges to be faced into in light of COVID-19's impact, and yet we are already seeing the exciting changes that new thinking and approaches can make possible.

The Secretary General role is certainly significant in scope and challenge, but it is even more significant in terms of both global and eternal impact. Key to this role will be a global perspective, exceptional relationship skills, strategic thinking, and most importantly, a genuine sense of calling.

#### **The role**

The Secretary General of United Bible Societies serves a unique role within the life of the global United Bible Societies fellowship:

- Global missional leadership across the shared life of our 150 Bible Societies (the majority of whom have local autonomy)
- Executive leadership of the United Bible Societies Association organisation of around 120 staff and \$50 million annual income (mostly in international grants)

Therefore, the role captures the functions of an ambassador, a shepherd and a servant leader. A key skill will be casting global missional vision within a complex and cross-cultural context, inspiring Bible Societies to be both effective locally and willing to work together for greater global fruitfulness.

We seek a leader who has:

- Theological understanding and knowledge of Christian confessions
- Missiological expertise and experience
- Proven global leadership skills and management experience
- Experience in organisational development and managing change
- Track record of leading effectively in international, intercultural and interconfessional environments
- Exceptional strategic thinking abilities in a global intercultural context

## Spiritual Maturity

- Maturity of faith that is rooted in a daily walk in prayer and Scripture
- Demonstrates faith by inviting God's voice into every decision; personal or organisational
- An ecumenical thinker; recognises, understands and appreciates the richness and value of different cultural and confessional perspectives and values
- Servant-hearted leader with the heart of a shepherd and the attitude of a servant
- Senses a vocational calling to this role and the mission of the organisation in this season

## Desirable Experience and Qualifications

- Knowledge and understanding of service-oriented or membership-related structures within a culturally diverse and global context
- Relevant post-graduate qualifications, for example – MBA; Masters in missiological or biblical studies; etc.

## Personal

- Outstanding interpersonal, written and public-speaking communication skills
- Intercultural intelligence and ideally first-hand cultural immersion experience (i.e. someone who has lived and worked in more than one country, preferably one in the Global South)
- Leadership marked by humility
- Able to demonstrate empathetic listening and influencing ability
- A conciliator with exceptional emotional intelligence
- Future thinker, innovator, creative, curious
- Intellectually agile
- Ability to speak English and at least one other major language
- Consultative rather than authoritarian leadership style

If you believe that the Bible for everyone should be a reality, we encourage you to prayerfully consider whether this may be an opportunity God is opening up for you: a unique leadership role at a unique moment in history.

**The diversity of our community is our strength and we are committed to increasing and promoting diversity at all levels in our organisation. We warmly welcome applications from people from the widest possible range of backgrounds and nationalities.**

Candidates should apply for this role through our website at [unitedbiblesocieties.org/vacancies/](https://unitedbiblesocieties.org/vacancies/) using code **SG002JB**. Please send your CV, plus cover letter no longer than two A4 pages, detailing by giving actual examples of when you have demonstrated the key skill and competencies required for this role. Applications should be submitted in English.

Please note: it is the intention of the Search Committee to undertake initial online interviews in early January. Therefore, applications will be reviewed as they arrive and the vacancy will close once there are sufficient applications that meet the criteria for interview.