Intercultural Encounter Programme Co-ordinator

The Cambridge Centre for Christianity Worldwide (CCCW) is looking for a creative, well-organised person to manage our intercultural placement scheme for young adults, and build relations with churches, colleges and student groups. This position begins on or after October 1 2019 and is offered for one year in the first instance while the scheme is reviewed by the Trustee Board.

Pay: 6 hours a week (average) at £12.50 an hour.

A complete application consists of a cover letter, CV, and the names of two references. Applications should be sent to Polly Keen at centre@cccw.cam.ac.uk or at CCCW, Westminster College, Madingley Road, Cambridge CB3 0AA, 01223 330640.

Closing date for applications: 6 September 2019
Interviews during the week beginning: 16 September 2019

Job Description

The Intercultural Encounter programme offers bursaries to young adults and students with a Cambridge connection, in order to experience sustained exposure to a Christian community in a culture other than their own. Bursary recipients attend an induction before departure and a debriefing on return. The placements are intended to encourage reflective practice which informs and coheres with the teaching and research sponsored by CCCW on mission and Christianity.

Working with the Director of CCCW and the volunteer Trustees engaged with the programme, the co-ordinator is responsible for all aspects of the programme including publicity, encouraging applicants, directing applicants to appropriate contacts, collaboration with churches and organizations, facilitating the induction and debriefing and generally encouraging interest in Christian mission worldwide. The shape of the Scheme is subject to annual review by the Trustees.
Specific responsibilities include:

- Coordinate two application rounds per year.
- Help applicants to find suitable opportunities and to write applications.
- Organize two induction and debriefing sessions a year.
- Publicize the Encounter programme through appropriate contacts in Cambridge.
- Plan, with the Director, public presentations of reports on placements and organising events (workshops, seminars, etc.) involving past and present bursary recipients.
- Maintain the Encounter section of the CCCW website.
- Work with other Centre staff running the Centre and Library.
- Attend three meetings a year of the Board of Trustees.
- Co-operate with Trustees in making amendments to the Scheme as required.
- Work-load varies throughout the year

Person Specification

The successful candidate will:

- Manage the Scheme; seek new openings for intercultural engagement; promote the scheme in Cambridge; be adept with email and the Microsoft office suite of programmes.
- Work closely with bursary recipients and be pastorally sensitive to their hopes and fears.
- Build good relationships with student groups, mission agencies, placement organisations/churches and other networks; encourage a deeper understanding of Christian mission worldwide.
- Draw on their personal experience of Christian commitment in a different culture; have some theological and educational awareness. An understanding of Christian theology and missiology is desirable.
- Work with colleagues in the Centre under the line-management of the Director.

The Co-ordinator has a desk in the Centre. The Centre is based in Westminster College and is the operating name of the Henry Martyn Trust which has been promoting the study of and engagement with mission since 1881. It is an associate member of the Cambridge Theological Federation.

Informal enquiries about the position may be addressed to the Director, Dr Muthuraj Swamy, director@cccw.cam.ac.uk or 01223 330641.