

**Mission East**  
- values in action

**Appointment Brief:**

## **Managing Director (General Secretary)**

**September 2020**



*Displaced children learn basic skills in one of Mission East's Community Centres. (Picture taken before the COVID-19 pandemic.)*

## A Message from the Chair



Dear applicant,

Thank you for your interest in this exciting opportunity to work with Mission East.

As a committed supporter since the early days and more recently as Board Chair, I am incredibly proud to be able to introduce Mission East to you.

With a global team of over 200 staff, Mission East is an international relief and development organisation working in crisis-affected countries in the former Soviet Union, the Middle East and Asia. We deliver emergency relief during disasters as well as long-term development assistance. We are based on Christian values. We work to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect and sustainability of our programmes.

Mission East was founded by father and son Rene and Kim Hartzner nearly 30 years ago, with Kim serving for many years as Managing Director. We're now looking to a new stage in our organisation's story as Kim moves into a new role as 'founder', continuing to build Mission East's profile and support. Alongside this leadership change, we know that we need to move forward as an organisation and we have embarked on a review and learning process which will guide our transformation both strategically and in terms of our leadership and governance structures. We will also look to navigate the external opportunities and challenges ahead. We're known for our programming excellence, for our work in forgotten crises, for our commitment to the former Soviet Union, the Middle East and Asia: The political situations in the countries where we work remain uncertain or volatile, the institutional donor landscape continues to evolve and the COVID-19 pandemic is altering all corners of the world with little clarity on what the lasting impact will be.

As our 2015-2020 strategic period is coming to an end in parallel with this period of both global and organisational change, we know there is much still to be achieved and that the work of Mission East will be more important than ever. Our new Managing Director will drive development of our strategic planning, implementation and the process of embedding internal change. You will lead us as we continue to develop and deliver relevant, effective and sustainable work amidst changing and evolving global contexts. The role of Managing Director (General Secretary) is an exciting opportunity to lead Mission East into its next strategic phase.

We're looking for a leader who is in tune with our organisational ethos and values, who understands our sector and work, and who will inspire and deliver organisational strategy. You will bring a proven track record of success in senior level general management, sound awareness of financial management principles and practice and excellent people leadership, organisational and management skills. You'll have experience of leadership in a faith based and values driven organisational context. Fluent in both Danish and English, with strong communication, networking and presentation skills you will also bring a proven ability to engage across all Mission East's stakeholder groups and to lead the organisation into a confident future.

I hope you will be excited and inspired by the opportunities and challenges this role offers at such a pivotal time for our organisation. You will bring the skills, knowledge and networks to lead the next stage of our organisational development. Importantly, you will also bring the passion, drive and commitment to take others with you. And of course, you will not be doing this alone. You will be working with an incredible team of staff and in partnership with my fellow Board colleagues. I hope this partnership will create a step change in what Mission East can achieve for our beneficiaries over the years ahead.

Included in this pack you will find a more detailed role description for our Managing Director role and we would be delighted to receive an application from you.

Med venlig hilsen,

A handwritten signature in blue ink, which appears to read 'Torben Andersen'. The signature is fluid and cursive, written over a white background.

Torben Andersen,  
Chair

## About Mission East - Our story so far...



Founded in 1991, Mission East's story began following René Hartzner's travels in Eastern Europe under Communist rule. Seeing at first hand the difficult conditions under which some people – especially Christians – were living had such an impact on René that he felt the need to do something. Kim Hartzner heard his father talk about his Eastern Europe experience and felt the same conviction to help. Together, they started the organisation 'Mission East' – with aim of providing aid to Eastern Europe.

The organisation has grown from these beginnings and its interventions have spread far beyond its original Eastern European focus to countries such as Iraq, Syria, Afghanistan, Tajikistan, Nepal and North Korea. You can read much more about Mission East, our approach, our work on our website: <https://missioneast.org>

In 2013 our sister organisation, Mission East Deutschland (MED) was founded – you can read more about MED on our website: <https://missioneast.de>. Whilst established as a separate legal entity, via our mutual covenant between the sister organisations, MED has enabled delivery of even more impactful work as a result of access to German institutional funding and donor networks.

The [bylaws](#) of Mission East outline that we are an independent charitable non-profit organisation operating on a Christian basis and registered under Danish law. As an 'association', Mission East's liability is limited to the property and assets owned by the organisation.

Our organisational vision and mission guide us as we work to fulfil our organisational objectives:

- **Our Vision:** *Empower people and communities in crisis affected countries to lift themselves out of poverty and marginalisation.*
- **Our Mission:** *To help vulnerable populations, supporting communities' capacities to organise and assist themselves, through activities ranging from disaster relief to development assistance.*

As a Christian based organisation, our values are the heartbeat of our organisation. Our 'Values in Action' are:

- **Honesty:** Honesty is about 'telling it as it is'. Mission East tries to give the 'real picture' – to the communities that we work with, and to our supporters and donors. This means we don't just talk about our successes, but also about the uncomfortable things – the obstacles and challenges – and also the things we have learnt. We are accountable for our actions. In the long run, this leads to trust, which is crucial for building relationships and partnerships.
- **Integrity:** Integrity is more than just being honest, it's about making sure that we are doing things the right way too. We do our job in the best possible way. This means we use recognised quality standards and ensure we are delivering the best possible aid and services. We don't promise things we can't deliver, and we try not to raise expectations. We have a Code of Conduct which details the standards of behaviour required by Mission East staff, board and representatives. Our integrity means we also recognise that we can achieve little by ourselves – we try to support and build up local people, communities and partner organisations. They are the ones who can make change in the long run.
- **Compassion:** Compassion is at the root of our motivation for our work. While we try to be efficient and effective in everything we do, to get the most out of every donation and give the best to each community we work with, in the end Mission East staff are in the job because they care. Reaching out to people affected by crisis, poverty, or marginalisation, we work with our heads, but are also led by our hearts. Compassion leads us to make special efforts when the work is not easy. And because we care, we don't just aim for 'quick fixes' – we work with communities to try and find long-term solutions to build their resilience.
- **Valuing the Individual:** There are some very obvious ways that 'Valuing the individual' translates into an inclusive approach to programming which means that no one is forgotten. In the vision of Mission East everybody counts, and no one is left behind. This means our programmes often have a specific focus on people who would otherwise be ignored or even harmed – people with disabilities, women, particular social groups, etc. This value means listening to individual opinions; we work very hard to make sure our projects are informed and shaped by what our beneficiaries tell us about their needs and preferences, as well as listening and responding to complaints. It also means that we work to help people use their own capacities (resources and skills) to improve their own lives and communities.
- **Respect for all people:** Mission East's respect for all people means we recognise the rights and needs of those who risk slipping off the radar. Often this leads us to work in remote or difficult areas where people need assistance but might not get it from others. Our adherence to the humanitarian principle of impartiality is also linked to this value and means that our humanitarian assistance is based on need alone, without any form of discrimination. In our long-term work, respect for all people leads us to support the advocacy efforts of some groups of people to ensure their voices are heard

## Our Work

Mission East is a truly international organisation! Alongside our Danish secretariat, the wider Mission East family includes our multiple head office locations, field offices and our German sister organisation. Overall, Mission East employs some 250 staff members, with some 32 of these based across our HQ locations.

- Our Denmark HQ is based in Hellerup, just outside Copenhagen and is the home of our Danish donor liaison, core Communications, Fundraising and Supporter Care activities.
- Mission East's Brussels office is the hub for our HQ programmes oversight activities. Our finance, HR and IT support functions are also primarily located there.
- We have field offices with teams based in Afghanistan, Tajikistan, Nepal, DPRK and Iraq.
- Mission East Deutschland (MED) is based in Berlin where the small team coordinate our German donor liaison and fundraising activities.

Our work ranges from emergency relief in crisis situations to long-term development assistance. We specialise in the following main sectors:



### Emergency Relief

Natural and man-made disasters have their biggest impact on the poorest populations, threatening lives, disrupting homes and schools, and harming livelihoods. Mission East responds rapidly and efficiently to deliver relief items, cash or shelter materials, and other assistance together with local and international partners.



### Water, Sanitation and Hygiene

Lack of clean water, inadequate sanitation facilities, and poor hygiene practice lead to the spread of life-threatening diseases. Mission East helps communities to build or repair water systems and latrines and shares information on good hygiene practice.



### Food security

Insufficient food or lack of food diversity leads to malnutrition and poor health, especially among vulnerable parts of the population such as children, pregnant women, and lactating mothers. Mission East provides communities with tools, seeds, and training to secure more effective and varied food production, preservation, and use.



### Livelihoods

Loss of assets due to disaster or inability to access important resources often prevents the poorest from earning their living, keeping them trapped in poverty. Mission East supports sustainable livelihoods activities by providing tools, materials, training, advice, and facilitation.



### Disaster Risk Reduction

The greatest effects of natural hazards such as floods, storms, droughts, and earthquakes are felt by communities already disadvantaged by poverty. Mission East helps such communities to analyse risks and take actions to prepare for, prevent, and respond to disasters.



### Disability and Inclusion

In most communities, people with disabilities face many barriers including social stigma, institutional discrimination, and lack of access to places such as schools and public offices, which increases their likelihood of living in poverty. Mission East works to promote the rights of people with disabilities and to ensure inclusion for all.

Our work is supported by the Danish government with whom we have a strategic partnership agreement, the German government, the EU, the UN, a number of governments, foundations, churches; and thousands of private supporters, mostly in Denmark.

Mission East has been certified as compliant with the Core Humanitarian Standard (CHS) and is a member of the CHS Alliance. Mission East is a signatory to the Code of Conduct for Red Cross and Non-Governmental Organisations (NGOs) in Disaster Relief. In our work we apply Sphere Project standards.

**Our current locations are:**

Afghanistan -Mission East helps the vulnerable population in the remote regions of north-eastern Afghanistan to survive and recover from several decades of crisis. Mission East has worked in the country since 2001 led by our field office expatriate and national staff team based primarily in Kabul and Faizabad.

Armenia -Mission East has worked in Armenia since 1992. We started distributing emergency relief during the Nagorno-Karabakh war. Now, our work is focused on the country's most marginalised and vulnerable inhabitants – especially children and youth with disabilities. We work through local partners in Armenia.

Iraq -Since 2014, Mission East has helped hundreds of thousands of people in conflict-ridden Northern Iraq, providing emergency relief, psycho-social support and long-term assistance. The operation is the largest in the organisation's history. Our field office is based in Erbil with a large expatriate and national staff team based in Erbil and project offices.

Myanmar - Following decades of isolation, Myanmar has opened up to the outside world. This means that international organisations can now work for some of the country's most vulnerable groups. Mission East supports the impoverished Mara people by working through local partner organisations.

Nepal - Mission East works to lift vulnerable people and communities out of extreme poverty, mainly in the remote Karnali Zone in western Nepal. When a major natural disaster occurs anywhere in the country, we step in with emergency relief. Our local partners are supported by our in-country staff team from our office in Kathmandu.

North Korea - Two out of every five people in North Korea are undernourished and one in five do not have access to clean water and sanitation. Mission East helps the rural population improve food security as well as water and sanitation facilities. Our work in DPRK is led by our expatriate Country Director.

Syria and Lebanon- Mission East works with Lebanese communities, Syrian refugees and internally displaced persons rebuild themselves and their country. Our project manager is seconded to work is through an international partner organisation in Syria and Lebanon.

Tajikistan - Since the end of the civil war in 1997, Mission East has helped thousands of people in Tajikistan's rural communities with clean water and latrines, livelihood training, how to cope with disasters, and promoted the rights and inclusion of vulnerable groups such as people living with disabilities. Our expatriate and national staff team's central office is based in Dushanbe and staff are also based in our project office locations in country.



*Mission East work closely with the local community in Afghanistan to ensure clean drinking water to the population.*

Our work is effective, and impactful. Some highlights from our work across 2019 include:

- Helping thousands of people, including drought affected farmers in **Afghanistan** to meet household food needs and construct new irrigation canals in their communities – thanks to our food-for-asset-creation project.
- Through our work in **Armenia**, thousands of children with disabilities in Yerevan now have access to inclusive education as Mission East and partner Bridge of Hope completed the second phase of inclusive education roll-out.
- Street children and youth in Mosul found a safe space to access support – in Mission East’s first project of this kind in **Iraq**.
- Hundreds of farmers in **Myanmar** are growing vegetables year-round for the first time and uptake of the new sustainable agriculture methods is spreading rapidly beyond project participants.
- Women and girls in **Nepal** are making their voices heard! Women and girls in remote rural communities are aware of their rights and learned how to advocate for these.
- Opening a new office in Pyongyang, **DPRK** (North Korea).
- Children with disabilities and their families in 3 regions of **Tajikistan** have a better quality of life as Mission East and its partners concluded 3 years of efforts to help them claim their rights and access services.
- A new project was launched in **Syria and Lebanon**. Syrians and Lebanese affected by the conflict in Syria will benefit from support from Mission East’s new local partners to rebuild their livelihoods and improve their well-being.

## Finances

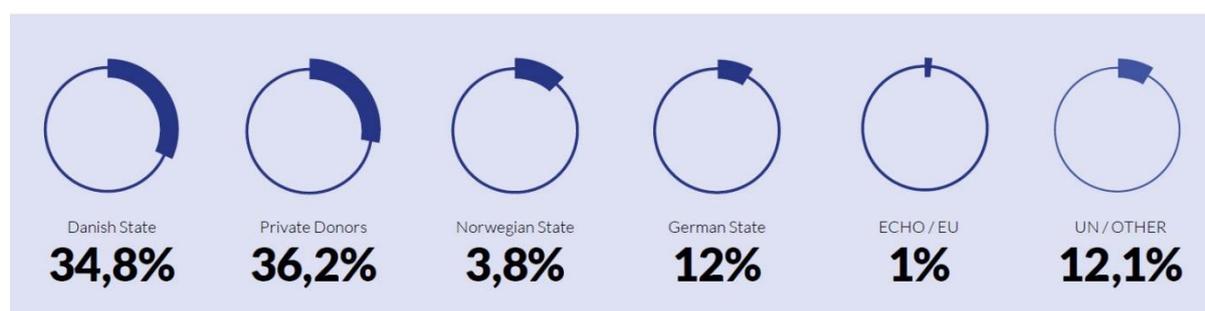
Our 2019 year end accounts showed total global expenses of over 73 million DKK and an equity level of just over 1million DKK, a level slightly reduced from 2018. You can see our full year end accounts and auditor statement, here: [missioneast.org/regnskab2019](http://missioneast.org/regnskab2019).

Although our annual audit has not shown any significant findings or deficiencies, following concerns raised over recent months, Mission East has commissioned an external review of our finances as a means of providing additional reassurance to our stakeholders.

We anticipate being able to make further headway in increasing our equity level over the course of 2020 by seeking new funding sources as well as finding efficiencies and cost savings. We continue to try to improve our financial policies and procedures to work most effectively under current funding constraints.

As is outlined in our 2019 Annual Report, our income is derived from a number of sources including both public and private donors. Approximately 36% of our income in 2019 came from private donors while 64% came from public donors, most significantly the Danish State.

### Where did the money come from?



## Strategy

We are coming to the end of our 2015-2020 organisational strategy and are looking to develop the next chapter of our journey. We are in an important period of transition and are looking to consolidate our progress against our existing strategic objectives alongside developing a new strategic plan to take us into 2021 and beyond. Our strategy is underpinned by who we are, what we do, and why:

<b>Our Vision</b>	<i>Empower people and communities in crisis affected countries to lift themselves out of poverty and marginalisation.</i>		
<b>Our Mission</b>	<i>To help vulnerable populations, supporting communities' capacities to organise and assist themselves, through activities ranging from disaster relief to development assistance.</i>		
<b>Our Intervention Framework: What we do</b>	Disaster Response & Rural Community Development	Emergency relief. WASH. Food Security. Livelihoods. Disaster Risk Reduction. Disability and Inclusion.	
<b>Our Intervention Framework: Where we work</b>	Middle East, Asia and Eastern Europe Particular focus on underserved, marginalised and remote populations		
<b>Our Intervention Framework: Key operational approaches</b>	<b>Inclusion</b> Aiming to assist the most vulnerable, we try to ensure that no one is left behind on the basis of gender, disability or other discriminatory factors. In our development programming we use a rights-based approach and seek attitude change to enable women's empowerment.	<b>Resilience</b> Working to support durable improvement in lives and livelihoods, we try to link relief, recovery and development. Taking a context-specific approach to analysing and preparing for natural hazards, we work towards Disaster Risk Reduction. In climate-vulnerable locations we will try to integrate Climate Change Adaptation approaches into local development where possible.	<b>Accountability and Partnership</b> Responding to community needs, we try to be accountable to those we help and those who fund our work. We collaborate with other local and international partners and take a planned approach to capacity building of civil society.
<b>Our Values</b>	Honesty. Integrity. Compassion. Respect for all people. Valuing the individual.		

Our key strategic objectives for 2015-20 have been to:

1. Strengthen impact measurement and beneficiary accountability
2. Reinforce emergency response capacity
3. Develop ways of working and sharing, that best use the people and knowledge already within the organisation
4. Tighten our identity around what Mission East does and why we exist
5. Fundraising generates sufficient revenue to cover ME operations and development, through a systematic and cost effective approach
6. Grow Mission East reserves to ensure financial security and to fund new initiatives, building on income and cost efficiency
7. Grow Mission East Deutschland to ensure net benefits through increased public and private funding

Back in 2015, our vision for Mission East in 2020 was:

*Mission East has grown in response to the needs of vulnerable people and marginalised groups in the Former Soviet Union and Asia. Mission East makes a positive holistic contribution in the lives of the communities we work alongside. The primary focus for our decision making is our beneficiaries. Mission East is a Danish organisation with a Christian profile. In fact we are the agency of choice for Christians wishing to support relief and development work, and for funding stakeholders wishing to support such work in the East. We listen to our supporters, and inform their thinking. Mission East works across the relief, rehabilitation and development spectrum in 7+ countries and through local partners in more countries. We review on a year-to-year basis how we work in our countries of operation and adjust our approach as needed (i.e. exit, hand over to partners, increase presence etc.). Our finances allow Mission East to have a solid foundation for independent decision making. Sound and sustainable finances are driven by growth and efficiency.*

We've made strong progress across a number of areas, but we realise that we're not quite where we had planned to be. However, as we approach the end of our current strategy period, we are confident that we can build upon the many achievements of 2015-20, whilst responding to the current challenges and external factors that inform our work.



*The impact of the COVID-19 pandemic has raised new challenges. Here Mission East is supporting local Iraqi families in Sinjar with hygiene kits and food packages.*

### Key Challenges / Opportunities

The past five year strategic period has seen Mission East undergo changes with a view to improving our future sustainability. We've focussed on increasing our internal capacity, building our brand identity, strengthening our impact and accountability, developing our learning mechanisms and growing our income streams, but we know that there's more to be done. We anticipate that an incoming Managing Director will be ready to build on the work already done, such that we can leverage our opportunities and navigate challenges whilst continuing to deliver our mission. We recognise that the following areas will require careful focus:

- Our portfolio of country locations has grown over the past strategic period such that we have 'new' project locations alongside those where we have worked for many years. We will continue to explore further opportunities to add new locations via networks and in accordance with our strategy.
- The humanitarian sector has moved towards localisation and harmonisation efforts: we continue to look closely at how best to be effective in partnership from a local to an international level.
- Mission East is a multi-mandated organisation but over the recent strategic period has taken significant efforts to increase our disaster response capacity. The challenge ahead is to embed this capacity across field offices and partners and deploy it strategically.
- Mission East places high importance on the quality of our work and has been an early adopter of quality standards including the Core Humanitarian Standard (CHS). Within our busy working context, we are aware of the challenge of balancing our allocation of effort and capacity between learning, continuous improvement, upholding compliance, evolving standards and our responsibilities to stakeholders.
- Overall, our fundraising plans focus on both growing income levels and diversifying our income streams. Kim Hartzner, in his new role as 'Founder' will add to our fundraising and profile-raising capacity and we're ambitious and excited to see the response in both our Danish and German fundraising. We are particularly aware that in our private fundraising, a key challenge is to reach a new generation of supporters.
- We continue work to strengthen our project pipeline (arising from opportunities to submit proposals to institutional donors), both in terms of further widening the pool of potential donors, and increasing our proposal success rate. A recent adjustment of HQ operations portfolios included consideration of donor liaison and relationship building and we look forward to building on progress to date in this area.
- We acknowledge that the findings of the externally facilitated review of our finances and governance may identify recommendations and learning points. We are confident in our existing approach but are willing to respond to findings as a means of further improving.
- As is the case for many organisations in our sector, we have been concerned about the impact of the COVID-19 pandemic and the challenges it has raised. We have been encouraged by the strong levels of support from our fundraising campaigns since the crisis began, but as the pandemic continues, are increasingly aware that a 'new normal' may require adjustments to our programming approach, activities and the ways we are able to operate in field office locations.
- Our staff teams have coped with a high level of uncertainty over recent months. Whilst we've seen a 'can-do' approach from our tremendous staff team, at the time of writing, uncertainty from Covid-19 continues with some staff unable to return to their duty stations, others facing temporary reduced hours working

and yet others covering additional responsibilities pending recruitment into vacant roles. We will need to keep these concerns in our sights.

- We are aware that an incoming Managing Director provides an opportunity to re-invigorate our working culture and other factors impacting on staff engagement overall. We recognise that a change in leadership style will present both opportunities and challenges, but we look forward to a refreshed approach and new impetus as a result.

Of course, underpinning all these will remain a focus on our organisational ethos and vision to empower people and communities in crisis affected countries to lift themselves out of poverty and marginalisation. Our new Managing Director will need to embrace all of the challenges and opportunities ahead, as well as leading with a clear balance of authority and humility if they are to take the organisation with them on the journey that lies ahead.

## Governance and Structure

The Mission East Board in Denmark consists of five members who are elected at the Mission East Annual General Meeting for two-year periods. Our Board currently comprises:

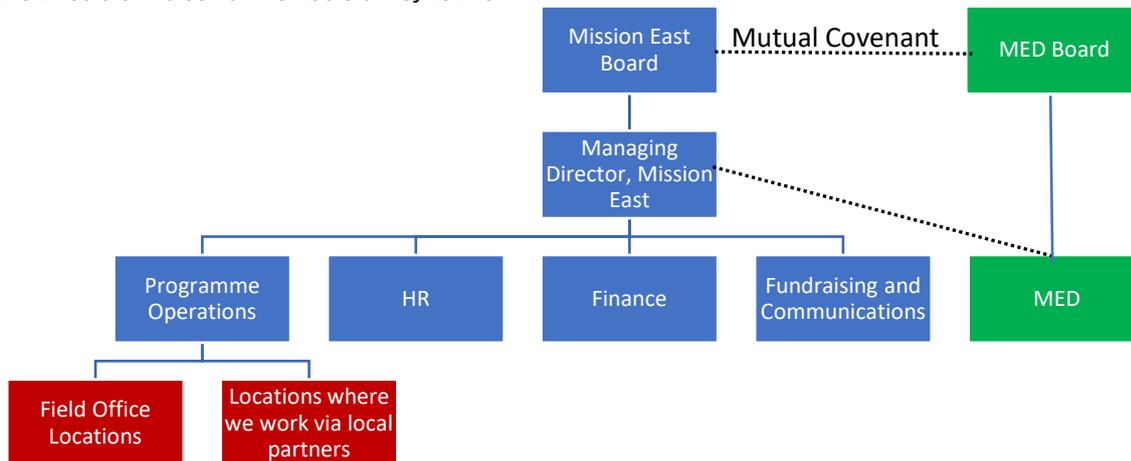
- Torben Andersen (Chair)
- Klaus Jahn
- Christian Nolsøe
- Jens Stiller
- Setara Nigar Hassan

The Managing Director is appointed by the Board.

In Germany, our sister organisation Mission East Deutschland is a separate legal entity with its own Board of Directors and Managing Director. Two members of Mission East's Board also serve on MED's Board and Mission East's Chair attends MED Board meetings.

The two organisations have committed to a joint covenant which underpins the way that the organisations work together.

The Management Team of Mission East includes employees of both Mission East Denmark and MED and includes the Directors and senior members of key teams:



## **The role of Managing Director (General Secretary)**

The purpose of the Managing Director (General Secretary) role is to provide leadership, direction and general management of the organisation, ensuring delivery of strategic goals and objectives and provision of strategic guidance and input to the Board of Mission East, to support achievement of our mission.

The Managing Director is responsible to Mission East's Board and has reporting from Mission East's management team, as per organisational structures in place. The role will also have coordination with Mission East Deutschland's Managing Director(s).

Key tasks and responsibilities of the role are:

### **Strategic Leadership**

- Manage the strategic planning process, ensuring that strategic objectives are consistent with Mission East's organisational purpose, as defined by its bylaws and Mission Statement and that appropriate plans are in place to support delivery;
- To provide leadership to Mission East staff in pursuing the organisation's strategic goals and to be accountable for their achievement.
- Ensure effective coordination of Mission East Denmark's plans and objectives with those of Mission East Deutschland to ensure the sister organisations operate effectively in accordance with their mutual covenant agreement.

### **Leadership and management**

- To direct and line manage the Management Team; line management of other direct reports;
- To set an example of excellence to all staff in professionalism and behaviour in adherence to Mission East's Christian ethos, values, policy, procedures and Codes of Conduct; and to ensure that all aspects of organisational activity embody the same;
- To ensure development and delivery of an operating model, structure, policies, processes and organisational culture that support the effective delivery of strategic objectives, uphold good practice and comply with all relevant statutory requirements;
- To contribute to and constantly seek timely and innovative organisational improvement in effectiveness and efficiency;
- To ensure risks are identified and managed across the organisation.
- To ensure that all Mission East staff are safe, secure, empowered, involved and informed in accordance with expressed commitments and organisational values.

### **Financial**

- Ensure delivery of organisational equity levels necessary for Mission East's viability;
- Monitor and steward Mission East's financial resources to enable achievement of the priorities set out in the organisational strategy, sound financial management and informed organisational planning.
- Ensure that interim and annual accounts, financial reports and projections are compiled to meet good practice, statutory, Board and organisational requirements.
- Ensure delivery of and review financial reports, forecasts, budgets and expenditures to identify opportunities to maximise the financial well-being of the organisation.

### **Accountability**

- To ensure confidential and close co-operation with the Mission East Board through participation in regular Board meetings and by providing regular briefings, updates and insights into matters of importance to the Board;
- Provide input and insight to Mission East Deutschland's Board, to support strong and effective working relationship between the two entities.
- To ensure an adequate and transparent personal contact between the Board and employees of the organisation
- Oversee the preparation of Mission East's annual report and accounts, ensure their approval by the board and present them to Mission East's membership at the Annual General Meeting.

### **Representation and Fundraising**

- To represent Mission East at donor, partner, humanitarian and media platforms and events and to facilitate effective liaison with external bodies at both domestic and international level;
- To balance, in an accountable and transparent manner, the competing priorities of Mission East's numerous stakeholder groups such that Mission East's Christian ethos and organisational values are upheld;

- To ensure and contribute to profile-raising and fundraising activity, particularly in the various popular groupings supporting the organisation and that Mission East's supporters (public and private, including those motivated by their Christian faith, churches and faith-based organisations) have a clear and positive image of the organisation and the opportunities in which then can support our work.
- To anticipate developments in the international relief and development sectors to support future planning, trends and forecasting.

**Other activities:**

- Carry out other duties, which may or may not be related to the job, as reasonably requested.

## **Selection Criteria**

**You will have the following experience and qualifications:**

- A proven track record of success in a senior level general management role preferably in the relief and development sector.
- Previous significant experience working in the international relief and development sector.
- At least 5 years of senior level experience managing people and resources.
- Prior experience of senior leadership in faith based / values-based organisations.
- Experience living and working in any of Mission East's field locations would be an advantage.
- A university degree in a relevant discipline, at either masters level or with an additional professional qualification in a relevant discipline would be preferred.

**You will display:**

- An in-depth knowledge and understanding of international relief and development, including in relation to Mission East's areas of work.
- Sound awareness of financial management principles and practice
- People leadership, organisational and management skills
- Language skills including excellence in both written and verbal Danish and English.
- Strong communication, networking and presentation skills with a proven ability to engage across all Mission East's stakeholder groups, including those motivated by their Christian faith.
- An ability to influence and persuade, with an appetite for raising Mission East's profile and converting interest into fundraising income.
- IT proficiency, including in Microsoft Office
- A willingness to lead and uphold Mission East's Christian ethos and a sympathy with Mission East Organisational Values

**Other Requirements**

- This role is based in Denmark. The successful applicant may be required to provide evidence that they are able to live and work in Denmark.
- All Mission East's staff are required to sign our Code of Conduct.
- References will be requested and taken up.
- Mission East upholds high standards in all aspects of Safeguarding. In view of the nature of this role potentially requiring involvement with vulnerable individuals (including situations where there are potential imbalances of power), you will be required to provide both a self-certification and formal certificate of good conduct.
- Mission East upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. In view of this role's travel to and remote involvement with our field offices, Mission East will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.

## Terms of Appointment

- The role is offered on a full-time, permanent basis.
- This is the most senior staff appointment in the organisation and appropriate remuneration will be negotiated with the preferred candidate, within the context of our salary scales and awareness of remuneration packages within our sector.
  - As well as an attractive salary, the remuneration package also includes a contribution to pension of 6% (with a further 3% required to be contributed by the individual).
- The role is based in our Denmark Head Office which is located in Hellerup, a short train journey from central Copenhagen.
- Regular local and international travel will be required, including potentially to Mission East's field locations.

## How to Apply

Mission East is an equal opportunities employer and has a diverse workforce recruited on the basis of ability. Mission East does not discriminate on the grounds of gender, marital status, race, ethnic or national origin, sexual orientation, age, disability, religion, or belief.

We actively and warmly encourage applications from a broad range of backgrounds and experiences.

To apply, please submit a letter of application and CV in English to [Personnel@missioneast.org](mailto:Personnel@missioneast.org) .

We will review applications to this role on a rolling basis, so candidates are encouraged to apply early. From 28<sup>th</sup> September 2020, we anticipate being able to progress selection/appointment decisions, in the event that a successful candidate is identified.