

Role Description for Increase General Secretary



Responsible to: The Increase Committee

Overall purpose: The General Secretary oversees the Increase Association, leading the Executive Team. He/she is responsible, with the Executive Team, for delivery of plans developed in collaboration with the Committee, which has the overall governance function for Increase. For at least 2-3 years, the focus will be on consolidating after a period of significant growth.

Location: Not fixed, though must be able to travel in Asia and globally on behalf of Increase, and also regularly visit the Increase serving base (currently located in Kuala Lumpur)

Payment: The current role holder is on Personal Support, but Increase is open to raising funds for a salary.

Time commitment: Full-time

Key responsibilities

The General Secretary is personally responsible for

1. Leadership & Strategy – *To provide creative leadership to the Increase Association in its next stage: consolidating the rapid growth, enabling Equippers and Task Groups, engaging external stakeholders, interacting with the Committee, and overseeing operations.*

- With the Increase Committee, to lead the further development of Increase, looking to the Lord for guidance and direction
- To lead implementation of the vision of Increase
- To give committed, consistent, and servant leadership to the organisation
- To ensure Increase continues to resource and encourage church-based discipleship training best practice across Asia and beyond

2. Governance and Reporting – *To liaise with the Chair and other Committee members to ensure effective decision-making and that Increase meets all constitutional requirements.*

- Together with the Chair of the Committee, ensure that the Committee is well-informed about the work of the Executive Team and other Increase teams, developments within Increase and any development issues.
- To bear in mind potential risks to Increase and inform the Committee of significant risks or incidents.

The General Secretary, with others including Equippers and the Executive Team, is responsible for

3. Representation and Development - *To be a key voice for the Increase Association, engaging with stakeholders, partners and potential partners*

- To represent and promote increased awareness of Increase and the work of its members
- To represent Increase at conferences, networks and other relevant organisations
- To promote church-based discipleship training amongst theological educators
- To develop and maintain strategic relationships with key stakeholders and partners

- To contribute to global thinking on church-based theological education, accredited learning pathways and blended adult learning.

4. Networking and Communications – *To ensure that Increase communicates effectively with its members and other stakeholders, through shared teamwork of the Executive teamwork and good management of staff and volunteers*

- To ensure that Increase marketing materials and online presence are effective
- To ensure connection with National Teams, Equippers, Task Groups and other Increase team members, and ensure that they are connected to each other as appropriate
- To ensure that Increase prayer support is in place and operational.
- To ensure that Increase Conferences and other gatherings are scheduled/enabled for equipping, networking and supporting members and the work of Increase.

The Operations Manager, overseen by the General Secretary, is responsible for

5. Financial – *To ensure the financial viability and control of the Increase Association and its compliance with all legal responsibilities.*

- The work of staff and volunteers in budgeting, financial management, fundraising, etc.
- Appropriate, timely and accurate reporting to the Committee on financial matters
- The partnership with Increase Trust UK in raising and managing funds in line with the Increase Association vision and plans.

6. Operational Management – *To ensure that all operational activities are fit for purpose, effective and efficient, through good management of staff and volunteers.*

Personal Profile and Qualities:

In order to fulfil this role, the Increase Association is looking for someone who is/has:

Faith (*all Essential*):

- A Godly, respected, wise and mature Christian
- Clear passion for and commitment to the Increase vision
“We long to see churches equipping all Christ’s followers in their contexts, so that many millions are disciplined and empowered for mission, ministry and leadership”
- Clear calling for the role
- An active member of a local church
- Commitment to the Increase Basis of Faith, as defined in the Constitution

Skills, abilities and experience:

Essential

- A servant leader, team player, team builder and delegator
- A networker who draws in people and organisations
- An excellent communicator, both verbal and written, especially in English
- Able to think and operate strategically with vision and discernment for future
- Practical experience in, understanding of and passion for TEE
- Flexible, adaptable and teachable
- Cross-cultural experience & sensitivity

- Able to work effectively and inclusively with a wide range of individuals and organisations, e.g. theological institutes, publishers, denominations, funders
- Health, family and personal circumstances allow worldwide travel, e.g. visas are likely to be reasonably readily granted
- Able to manage a complex workload
- Financially literate – able to read and understand accounts (or learn to do so)
- Fundraising experience

Desirable

- Asian ethnicity and residence
- From the “Increase family”
- Marketing and communications experience

For more information please e-mail Dr. Anneta Vysotskaya, the Chair of the Increase Committee, at IncreaseGenSecSearch@gmail.com