



COUNCIL FOR WORLD MISSION
The Onesimus Project (TOP) - Coordinator
JOB DESCRIPTION

About this Role:

The Onesimus Project (TOP) of the Council for World Mission (CWM) seeks to confront the historical injustices tied to the colonial missionary enterprise and the pressing realities of modern-day slavery and systemic racial inequalities. By empowering marginalized communities and fostering renewed ecumenical solidarity, TOP envisions a world of restored relationships, justice, and life-affirming transformation led by the Christian commitment to justice and human dignity. This project is named after the biblical figure Onesimus. The work of TOP has been expressed and implemented through four areas of focus: Legacies of Slavery, Modern-day Slavery, Education for Liberation, and Transformative Ecumenism.

The TOP Coordinator provides strategic leadership, coordination, and programmatic direction for the implementation, monitoring, and reporting of TOP across CWM's member churches and ecumenical partners.

As part of the programmes team, the TOP Coordinator reports to the Deputy General Secretary for Programmes (DGS-Programmes), collaborates with the CWM Mission Secretaries and provides administrative support to the TOP Core Group. The TOP Coordinator works closely with the CWM member churches to coordinate their TOP-related applications and projects, using appropriate monitoring, evaluation, reporting, and learning (MEL) structures.

The role is preferably based in Singapore or in another global office, and involves occasional international travels to CWM Member Churches.

Key Roles & Responsibilities:

- Work collaboratively with the DGS, and under the guidelines of GS, in conceptualizing, developing and implementing TOP in line with CWM's strategic direction.
- Develop and oversee annual and multi-year operational plans, budgets, and evaluation mechanisms for TOP.
- Work closely with other CWM programme teams to ensure TOP's reparative ethos informs all mission streams.
- Oversee the entire project management cycle, from concept development to implementation, monitoring, evaluation, and reporting.
- Conduct technical and theological review of project proposals and implementation plans submitted by member churches and regional or partner bodies.
- Provide analytical feedback and guidance to enhance project design, ensuring alignment with CWM's strategic outcomes and reparative justice framework.

Council For World Mission LTD

114 Lavender Street #12-01, CT Hub 2, Singapore 388729
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Company Registration: 201206146Z

- Develop and manage project indicators, budgets, and work plans, ensuring transparency, accountability, and effective resource utilisation.
- Facilitate mid-term reviews, impact assessments, and learning reports, synthesising lessons for organisational and theological learning.
- Ensure proper monitoring, evaluation, reporting and learning (MEL) processes reflecting both quantitative and qualitative impact.
- Prepare financial and narrative interim reports, including Log frames as well as final reports/proof of use of funds
- Build strategic alliances with partner churches, ecumenical bodies, academic institutions, and social justice movements committed to reparative justice and decolonization.
- Provide logistic support in arranging transportation, travel and accommodation for events and programmes.
- Conduct research, compile and process relevant data that contributes to programme design.
- Ensure that information, learning and communication resource materials are produced inclusive of, but not limited to, preparation of reports, minutes, digital communication platforms and presentations.
- Maintain systematic records management of the TOP-related work within the CWM Data management platform.
- Provide functional and relevant administrative processes to facilitate the smooth operation.

Required Skills and Experience:

- A post-graduate degree in a relevant field with at least 3 years' relevant work experience, preferably in a multicultural context.
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- Strong organising and project management skills.
- Independent and self-driven, with relationship-building skills.
- Interest and experience in missional and theological discourses.
- Similar experience in a non-profit organisation or church setting.
- Proven experience in project management within faith-based or ecumenical contexts.
- Demonstrated commitment to justice, decolonization, and reparative transformation within church and society.
- Strong interpersonal skills and ability to work with people across diverse cultures and languages.
- Strong communications skills, verbal and written, and skilled in incorporating new learning into strategy.
- Ability to undertake frequent international travel.

About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 36 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society

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(1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

CWM understands mission to be transformative and works with and through member churches and our partner organizations to pursue its vision. As one of the cutting-edge projects in implementing CWM's strategy, *Life-Flourishing Communities, Living God's Justice (2020–2028)*, TOP calls the church to a journey of repentance and repair, linking theological reflection with concrete action for reparations, decolonization, and healing.

For more information, visit our website at www.cwmission.org or follow us on Facebook or Twitter.

How to Apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org

The deadline for applications is **30 Nov 2025**.

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