

## **Job description The Centre of Learning and Dialogue Manager (CLD Manager)**

### **Purpose of the job**

The Centre of Learning and Dialogue (CLD) provides study, encounter and dialogue activities for the inhabitants of the village, for people on study leave, and for others who want to share the life of the community for some time. The CLD facilitates the work of the Local Committees and facilitates and organizes study seminars for students and interested people from abroad. It maintains a special connection with the Congregation of Nes Ammim, aimed at the integration of dialogue activities into Church life, and at various possibilities of encounter and at Christian fellowship with local Christians in the country.

The Manager of the Centre of Learning and Dialogue is responsible for the organization, coordination and development of the activities of the CLD and plays a central role in maintaining, strengthening and expressing the Profile of Nes Ammim, internally and externally.

### **Position in the organization**

The CLD Manager reports to the General Manager and is part of the Management Team. He/she also reports to the Council of the CLD and to the Protestant Church in the Netherlands.

The Management team is comprised of:

- General Manager (chair)
- Hospitality Manager
- Community Manager
- CLD Manager

The Management team usually meets once a week; the CLD Manager presents topics on behalf of the areas for which he/ she is responsible. He/she attends the meetings of the MT, contributes to the general discussions and takes his/her part in the common responsibility for the whole organization.

The CLD Manager works in close cooperation with the International Ideological Advisory Committee (IIAC) and with the pastor of Nes Ammim. For the communication activities the Communication Officer supports the CLD manager. Regarding the organization of external study seminars, the CLD Manager will be supported by the Communication Officer and the Guesthouse management.

The CLD Manager is the head of the CLD – team consisting of

- study-leader
- assistants

The Study Leader reports to the CLD Manager. The CLD Manager will meet with him and the pastor once every 2 weeks. Every month there is a meeting with all the staff members who are under the responsibility of the CLD Manager. The CLD Manager evaluates the work of staff, volunteers and individuals/committees involved in the learning and communication activities to ensure that programs are of appropriate quality and that resources are used effectively.

### **Tasks and responsibilities**

- Maintain/strengthen and express ( internally and externally) a clear Profile of Nes Ammim;
- Research and analyze the needs of the community and/or its relations (Learning and Dialogue) to determine program directions and goals;

- Direct activities of the staff members belonging to the CLD;
- Direct and evaluate the staff members of the CLD
- Establish, maintain and expand relationships in Israel and Europe that are important for the development of the CLD activities;
- Handling special requests from groups, visiting pastors/theologians etc. from Europe;
- Handling of "Come Across", a Nes Ammim project with Marienau School in Germany;
- Reporting within the Nes Ammim organization and to Donor-organizations;
- Evaluate the executed projects with staff and involved individuals;
- Draw up the annual activity plan with goals and budget;
- Plan and administer budget and investment list;
- Prepare and maintain all relevant documentation;
- Coordinating the dialogue work;
- Fundraising for activities of the CLD.

### **Authorities**

- Chair person of the meeting with the staff members of CLD;
- Is budget holder for the CLD budget.

### **Contacts**

#### ***Internal:***

- General Manager (regular bilateral)
- Management Team members;
- Study Leader (regular bilateral);
- CLD Assistants (regular bilateral);
- Communication Officer;
- Pastor;
- Volunteers, employees, guests.

#### ***External:***

- Churches in The Netherlands and Germany;
- International Boards;
- International Ideological Advisory Committee;
- Local Dialogue Committee;
- Christian Fellowship Committee;
- Christian-Jewish Dialogue Committee (to be established)
- Study conferences and dialogue organizations;
- Local Christian Churches and organizations;
- Synagogues and Jewish organizations;
- Other communities with a diverse population;
- (Donor) organizations in Europe.

### **Knowledge and experience**

- Management of an organization;
- Thorough experience in the field of Dialogue;
- Knowledge of Christianity, Judaism and Islam;
- Knowledge of the history of Israel and the Middle East;
- Knowledge of the political actualities;
- High level of English written and spoken, preferable working knowledge of German;
- Working knowledge of Hebrew and Arabic or willingness to learn these languages;
- Travel experiences;
- Writing abilities (articles etc.);

**Competences and qualifications**

- Academic working level or education (Master graduate);
- Preferable: graduate church minister;
- Well developed perceptiveness for dialogue and study processes;
- Inter cultural competence;
- Flexibility and willingness to improvise;
- Organizing, planning and prioritizing work;
- Coordinating the work and activities of others;
- Establishing and maintaining and expanding relationships;
- Making and taking decisions.

**Personal skills**

- Inspiring personality;
- Able to work under stress;
- Analytical thinking;
- Good communication skills;
- Able to deal with a diversity of people.

**Other requirements**

- Willingness to live in a small village community, comprised of people from diverse backgrounds who live, study and work together, mainly on a voluntary basis;
- Due to its importance the position of the CLD Manager is a key position in the organization to be filled by a Long-Termer on a voluntary basis.