

Job Description Manager of the Centre of Learning and Dialogue



Purpose of the job

The Centre of Learning and Dialogue (CLD) provides study, dialogue and fellowship activities for the volunteers, inhabitants of the village, visitors, people on study leave, and for others who want to experience the community life for some time. The CLD hosts local dialogue activities as well as initiatives from Christian organisations and churches which take place within Nes Ammim. The CLD also contributes to the expansion of educational tourism with the aim of attracting and serving groups from Europe that are interested to visit and explore the Galilee and the Israeli society. The Centre maintains a special relationship with the congregation of Nes Ammim, developing Christian fellowship activities for the volunteers community and playing an active role in the church life.

The Manager is responsible for the organization, coordination and development of the activities of the CLD, develops educational tourism and takes a leading role in maintaining, strengthening and expressing the Profile of Nes Ammim and the spiritual life of the community.

Position in the organization

The CLD Manager reports to the General Manager and the Board of Directors and is a member of the Management Team. He/she also reports to the subsidising churches and other donors. The CLD Manager is the head of the CLD team, consisting of a study-leader, a secretary, a local dialogue assistant and temporary positions.

Regarding the organization of external study seminars, the CLD Manager cooperates with the Communication & Fundraising Officer and the Hotel management.

Main responsibilities

- Maintain/strengthen and express (internally and externally) a clear Profile of Nes Ammim;
- Research and analyse the needs of the community and/or its relations (Learning and Dialogue) to determine program directions and goals;
- Draw up the annual activity plan with goals and budgets;
- Identify possible funding opportunities;
- Plan and administer budget and investment list;
- Direct activities of the staff in and outside (members belonging to) the CLD;
- Member of the steering committee and subcommittees (selection, education facilities) for the mixed village;
- Establish, maintain and expand relationships in Israel and Europe that are important for the development of the CLD activities;
- Handle special requests from groups, visiting pastors/theologians etc. from Europe;
- Networking with donor-organizations;
- Evaluate the executed projects with staff and involved colleagues from other departments;
- Prepare and maintain all relevant documentation;
- Fundraising for structural activities of the CLD.
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Contacts

Internal:

- Board of Directors;
- International Ideological Advisory Committee;
- General Manager;
- Management Team members;
- Study Leader;
- CLD Secretary;
- Project Assistants;
- Communication & Fundraising Officer;

- Finance officer;
- HR officer;
- Pastor;
- Volunteers, employees, guests;
- (New) inhabitants of the mixed village.

Contacts

External:

- Representatives of churches in The Netherlands and Germany;
- Local Advisory Committee;
- Study conferences and dialogue organizations;
- Local Christian churches and organizations;
- Synagogues and Jewish organizations;
- Other communities with a diverse population;
- (Donor) organizations in Europe;
- International Ideological Advisory Committee.

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 as well as German and/or Dutch;
- Working knowledge of Hebrew and Arabic or willingness to learn these languages;
- Travel experience;
- Experience with writing (articles etc.).
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Competences and qualifications

- Professional or academic working level or education;
- Preferable: graduated church minister;
- Acquaintance with dialogue and study activities;
- Inter cultural competence;
- Flexibility and willingness to improvise;
- Project management skills, including budgeting and monitoring;
- Organizing, planning and prioritizing work;
- Coordinating the work and activities of others;
- Facilitating group work (community building) between the (new) members of the mixed village;
- Establishing, maintaining and expanding relationships and record the network in a database system;
- Making and taking decisions.
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Personal skills

- Inspirational leadership;
- Able to work under stress;
- Analytical and strategic thinking;
- Good communication and language skills;
- Able to deal with a diversity of people, religious affiliations and cultures.
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Other requirements

- Willingness to live in a small village community, comprised of people with 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.

Conditions

- Full time position.

Period of stay

- The Learning & Dialogue Manager will stay for a minimum of three years.