



CONSULTANT – PASTORAL CARE/LOGISTICS SPECIALIST

CONTRACT	37 days in total External mandate, 80%
LOCATION	CH-1824 Caux
PURPOSE	Undertake the lead role in the provision of Pastoral Care for the participants of the Caux Peace and Leadership Programme with additional responsibility for the smooth running of the Logistics area of the CPLP.

Established in 1946, the CAUX-Initiatives of Change Foundation organizes and coordinates international and local conferences, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

AREAS OF RESPONSIBILITY

We require a consultant to take responsibility for overseeing the effective provision of Pastoral Care and Logistics for the CPLP for the period 17 June to 23 July. The engagement will take place in the Caux Conference and Seminar Centre, Switzerland.

Outcomes required

Design and Delivery of an excellent, sensitive Pastoral Care Programme for the participants of the CPLP in collaboration with the CPLP Manager.

All Programme work to be undertaken in a professional manner, coupled with the empathy and cultural sensitivity required when listening to participants from all over the world.

Responsible for carrying out the Logistics management of the group with others in the team.

All paperwork submitted on time as agreed – design, reviews, evaluations and any other constituent documentation.

Attendance at meetings as agreed, both for the Programme delivery and to share pastoral needs of the group, when appropriate.

KEY SKILLS AND REQUIREMENTS

- Strong commitment to confidentiality and the maintaining the dignity of individuals
- Commitment to Personal Change and self-reflection
- Knowledge of the history, methodology and values of Initiatives of Change
- Strong active listening skills
- Excellent and open communication skills
- Experience with Monitoring and Evaluation
- Strong organisational and planning skills
- Strong commitment to teamwork and sharing
- A deep commitment to Pastoral care

CONSULTANT SKILLS AND EXPERIENCE

Due to the specific nature of this consultancy within a global Centre for Initiatives of Change, we require the consultant to have current knowledge, experience and alignment with the practice and methodology of Initiatives of Change and be willing to practice these, for example self-reflection.





The training will be delivered in English, therefore an excellent, clear English speaker is required for this consultancy.

Due to the nature of the participants, the consultant must be sensitive to the diversity of the group and the unique requirements of such participants, and should be committed to answering the needs of the participants as his/her priority.

The consultant should be flexible and adaptable with a good sense of humour.

As this is a self-employed role, once engaged, Initiatives of Change Switzerland requires written confirmation that the consultant is registered as a self-employed individual with their relevant tax authority and confirm that s/he submits self-assessment tax returns declaring their self-employed profits in accordance with the business accounts.

This engagement is for a period of 37 days. There is a fixed payment to cover this consultancy for the stated period. This does not cover travel to and from Switzerland.

HOW TO APPLY

Send a detailed covering letter and attach a CV, updated with any relevant training experience in the fields of peace and leadership, by email to hr@caux.ch, by 14 February 2019 at latest.