



## THE ANGLICAN CHURCH OF KENYA

### MINISTRY OPPORTUNITY

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#### JOB SPECIFICATION

**Job Title:** ACK Provincial Mothers' Union Coordinator

**Accountability:** Reports to the ACK Provincial Secretary

**Work Dynamics:** To maintain working relationship with ACK Provincial Director of Missions, Diocesan Mothers' Union coordinators, the MU Chaplain and the governance organ of the MU

**Work Location:** ACK, Provincial Office, Nairobi

#### OPPORTUNITY

The Anglican Church of Kenya is looking for a suitably qualified candidate to fill the position of **Provincial Mothers' Union Coordinator** who will be based at the Provincial Head Office and charged with strategic leadership, management and overall coordination of the work of the Mothers' Union in the Province.

The ACK MU is a robust movement that brings together members from among Anglican Women for the support and promotion of family life, community transformation and furtherance of the gospel of Jesus Christ. The Coordinator will be the Chief Missioner and servant leader among the

mothers and coordinate activities geared towards the realization of goals and objectives of the movement.

The mission of the MU is to promote programs that contribute to the wellbeing of families with a vision to see a stable family grounded on Christ.

## **JOB DESCRIPTION AND RESPONSIBILITIES**

1. To initiate the strategic plan for the MU and ensure that this is used to guide the work and activities of the movement.
2. To coordinate all Provincial Mothers' Union activities designed to achieve the vision and mission of ACK working with the Mothers' Union and women in general.
3. To organize training, seminars, conferences, workshops and other capacity building activities and fellowship for Mothers Union members and leaders.
4. To receive regular reports on Mothers' Union work in dioceses and to encourage, equip and enable Mothers Union leaders to effectively carry out the mission of the Church in their dioceses.
5. To collaborate with other women societies and groups that work for the promotion of the gospel, welfare of women, girls, children and family life.
6. To encourage and empower Mothers' Union to initiate Income Generating Projects which improve the welfare of women in the church and community and contributes to the mission of the Church.
7. To draw the budget for the Provincial Mothers' Union Office for approval by the Provincial Committee/MU Council and the Provincial Finance Committee.
8. To be responsible for the correspondence and records of the Mothers' Union
9. To Mobilize the Union to support the mission of the church, the work of the mothers and the programs of the Province
10. To coordinate in collaboration with other departments the sale of MU core merchandise, branded items, and published resources.
11. To drive resource mobilization initiatives and ensure the work of the MU is adequately funded

12. To maintain prudent appropriation of the MU funds, ensure financial accountability and stewardship of all resources
13. To undertake any other duties as assigned by the Archbishop or the Provincial Secretary.

## **QUALIFICATIONS AND EXPERIENCE**

1. A minimum of Bachelors' Degree in Theology (or related field); Masters added advantage
2. A minimum of nine (9) years' work experience, five (5) of which MUST be at Managerial level (e.g., vicar-in-charge, coordinator, manager, institutional/program leader, etc.)
3. A born again, practicing Christian, a member of MU and sensitive to gender dynamics
4. Experience in Counselling, community work and a demonstrable record in networking preferred.
5. Computer knowledge and management of various communication apps added advantage.

## **CONSIDERATIONS**

Because of the nature of the work; the following attributes will be an added advantage:

1. Married and in a stable home/family life
2. 35 years of age or older
3. Preferably an Anglican ordained Minister actively serving in the Anglican Church of Kenya or its institutions
4. A mature female with experience in working with large women groups and familiar with Kenyan social, community and cultural dynamics.
5. Open to flexible working hours and possibility of frequent travels, which may demand time away from family.

## **HOW TO APPLY**

We invite applications from qualified candidates, which should include:

1. A cover letter
2. Your most recent resume
3. A recommendation letter from your vicar endorsed by the Diocesan Bishop
4. Photocopies of your practicing license (for ordained ministers)

**Applications should be addressed to:**

The Provincial Secretary,

For: MU Coord. Recruitment

P.O. Box 40502-00100, Nairobi, Kenya.

Email: [ackpsoffice@ackkenya.org](mailto:ackpsoffice@ackkenya.org)

**Deadline:**

Applications must be submitted on or before **Tuesday 21<sup>st</sup> October, 2025**. Applications received after the close of business on **21<sup>st</sup> October, 2025** will **NOT** be considered.

**Only shortlisted candidates will be contacted.**

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