JOB DESCRIPTION:

**Mobilisation Support**

**Up to 12-Month Maternity Cover Post**

### JOB TITLE: Mobilisation Support

**PLACE OF WORK:** Ideally Cambridge, but homeworking elsewhere in the UK would be considered for the right candidate.

**HOURS OF WORK:** 37.5 hours a week. Flexibility of working hours will be necessary, as evening and weekend work will occasionally be required. Time off in lieu will be given.

**HOLIDAY:** 37 working days allowed annually. This includes all statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year

**SALARY:** £18-£20,000 per annum (depending on skills and experience)

 Pension: *Serving in Mission will include the employee in the charity’s Defined Contribution Pension scheme and will contribute 8% of the salary. The employees personal pension contributions will be set at 3% in line with Auto-enrolment pension legislation.*

### RESPONSIBLE TO: Mobilisation Team Leader

**ETHOS:**

Serving In Mission is a community of God’s people committed to Biblical truth and passionate about sharing the gospel. The post holder is required to:

* Have a personal knowledge of and trust in Jesus Christ as Lord
* Model Christian discipleship in public and private life
* Sign their full agreement with the SIM Commitment Statement
* Have a belief in the power of Christian prayer for God to provide and guide in the needs of the mission

**RELATIONSHIP TO THE VISION OF *SERVING IN MISSION*:**

The *Serving In Mission* vision is that:

*“We work hand-in-hand with evangelical churches, to send and receive gospel workers equipped for cross-cultural mission, wherever people live and die without hearing God’s good news.”*

In light of this, we expect the person in this role to:

* Work as part of an international organisation, focussed on making disciples of Jesus Christ in communities where he is least known.
* Support the vision of Serving in Mission positively, helping to mobilise individuals (both sending and receiving) and churches to pray for, give to and go in the service of Christ’s mission
* Assist with administrative responsibilities that serve the work of the mobilisation team and wider organisation
* Participate in organisation and team working life

**JOB SPECIFICATION:**

**Helping to mobilise (both sending and receiving) individuals and churches to pray for, give to and go in the service of Christ’s mission:**

***Dealing with enquiries and missionary sending processes:***

* Respond promptly and personally to new enquiries, working alongside the Mobilisers in helping individuals and their sending churches to decide whether SIM is a good fit for them or not.
* Conduct research into possible placement options as requested by the Mobiliser.
* Hold responsibility for administration of the application process and ensuring candidates complete each stage pre-departure (application forms, references, contingency plans and other paperwork etc.,)
* Ensure that each applicant moves through each stage in SIM UK’s placement and selection process efficiently and with good communication with all parties involved.
* Keep SIM databases up to date at each stage of the process.
* Assist in arranging and conducting selection interviews, in partnership with sending churches.
* When requested by a Mobiliser, assist in arranging and minuting Partnership Agreement meetings with candidate and their sending church and ensuring these are signed off.
* Help missionaries with practical arrangements – organising DBS checks, health checks, booking flights, setting up SIM e-mail accounts etc.,

***Ongoing member care:***

* Assist in arranging debriefing interviews (including children’s debriefs), in partnership with sending churches.
* Ensure missionary dates are properly recorded (home assignments, and end of assignments), keeping databases up to date.

***Helping SIM UK in processes for receiving missionaries:***

### Work with the coordinator for the ‘ENGAGE’ programme to ensure SIM UK databases are correct for receiving missionaries into the UK.

### Track candidate processes + enrol onto necessary SIM training

**Assist with administrative responsibilities that serve the work of the mobilisation team and wider organisation.**

***Wider SIM UK team support:***

### Administer the systems for recording leave – sick, annual, compassionate, paternity/maternity

### Assist with administration of recruitment procedures when necessary

### Support the administration of SIM UK’s Orientation training + online courses where required

### Help with data entry and report running on the ThankQ CRM system.

### Take initiative and work with wider team on developing and keeping SIM information storage systems tidy and organised.

### Alongside SIM UK’s Data Protection Officer, help the Mobilisation team to be GDPR compliant in the way they work.

### Assist the Personnel Director in ensuring board reports have up to date facts and figures and amend SIM databases where there are errors.

### Help with general office duties (dealing with post (Cambridge only), answering phones)

### Keep good lines of communication with SIM UK’s Mission Support Administrators to ensure joined up working across the organisation.

* Contribute towards process improvement and regional development discussions.
* Organise events and initiatives that support Serving in Mission’s vision.
* Represent Serving In Mission at events.
* Visit the Serving in Mission HQ for consultations and other meetings, as required.
* Updating mission worker profiles on the website other routine website updates (with support and training from SIM UK’s Comms Team Leader)
* Inputting/updating information in Synergie (SIM International’s ministry database)

**Participate in organisation and team working life:**

### *Team life commitments:*

### Participate in daily SIM UK staff prayers (including leading devotions when on the rota to do so)

### Join with monthly Mobilisation Team meetings.

### Attend week-long ‘Mobilisation Consultation’s (2x a year) and other staff events and meetings when required.