**Person specification for the post of Mobilisation Administrator**

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|  | **Essential** | **Desirable** |
| **Qualifications** | 5 x GCSEs (or equivalent) at Grade C or above (including Maths and English) | Third level qualification |
| **Experience and knowledge** | Experience of working with diverse people (individuals and groups) and building strong working relationships Experience in working in a role (in a paid or voluntary capacity) involving administrative duties | Experience of CRM systems and using databasesKnowledge of SIM’s work around the worldExperience of working (in a paid or voluntary capacity) with an international missionary organisation Overseas cross-cultural experience |
| **Skills** | Excellent written and verbal communication skillsAble to work on own initiative and without close supervisionAble to work as part of a dispersed teamExcellent organisational skillsAdaptability and ability to multi-task and prioritiseAbility to relate easily to people from a variety of backgrounds and agesAbility to learn how to use our relationships management database and SIM International Personnel SystemsWillingness to acquire knowledge of SIM and its work around the worldAble to work within a clear process with respect for people’s situations which are often complex and require flexible and discerning thinking Ability and desire to provide encouragementAn ability and desire to apply the Bible to ministry challenges and personal decision-making and guide others in this as appropriateAbility and willingness to raise personal prayer support Office and computer skills using Microsoft Office, internet and email, simple interaction with bespoke databases, basic use of social media | Online / social media skills |
| **Spiritual** | A mature Christian faithBiblical conviction about gospel proclamation amongst communities where Christ is least knownA committed member of a local evangelical churchCommitment to serve the church in fulfilling Jesus Christ’s Great CommissionCommitment to Serving In Mission’s beliefs, objectives and core valuesAble and willing to sign the SIM Commitment wholeheartedly |  |

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria. SIM UK reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria