**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 databases  Knowledge of SIM’s work around the world  Experience of working (in a paid or voluntary capacity) with an international missionary organisation  Overseas cross-cultural experience |
| **Skills** | Excellent written and verbal communication skills  Able to work on own initiative and without close supervision  Able to work as part of a dispersed team  Excellent organisational skills  Adaptability and ability to multi-task and prioritise  Ability to relate easily to people from a variety of backgrounds and ages  Ability to learn how to use our relationships management database and SIM International Personnel Systems  Willingness to acquire knowledge of SIM and its work around the world  Able 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 encouragement  An ability and desire to apply the Bible to ministry challenges and personal decision-making and guide others in this as appropriate  Ability 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 faith  Biblical conviction about gospel proclamation amongst communities where Christ is least known  A committed member of a local evangelical church  Commitment to serve the church in fulfilling Jesus Christ’s Great Commission  Commitment to Serving In Mission’s beliefs, objectives and core values  Able 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