**JOB DESCRIPTION – MISSION SUPPORT ASSISTANT**

JOB TITLE: Mission Support Assistant (MSA)

PLACE OF WORK: Serving in Mission, Histon, Cambridge (office-based location a

requirement for the role)

HOURS OF WORK: 37.5 hours per week. Core working hours of 8.45am – 5pm, with 45-minute lunch break

HOLIDAY: 25 working days allowed annually, plus all statutory Bank Holidays, Christmas Eve, and the three days between Christmas and New Year.

SALARY: £18,500 pa

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

CONTRACT: Fixed Term 1-year contract, with 3-month probation

REPORTING TO: Innovation Manager/Executive Assistant to CEO

**ABOUT SERVING IN MISSION UK**

Serving In Mission (SIM UK) is part of a global gospel community of mission members and partners co-operating in inter-cultural gospel ministry.

Our purpose is to make disciples of the Lord Jesus Christ by crossing barriers locally and globally to proclaim the crucified and risen Christ, expressing his love and compassion, working together with churches to fulfill Christ’s commission in communities where he is least known.

We started 127 years ago as Soudan Interior Misson, but now send mission workers to every inhabited continent on earth. SIM international has more than 4,000 workers, serving in more than 75 countries.

There are three billion people who have never had the chance to hear the gospel message.

**ETHOS**

Serving In Mission is a community of God’s people committed to Biblical truth and convinced that no one should live and die without hearing the gospel. We therefore believe that God has called us to speak Christ’s message and show Christ’s love and compassion in communities where Jesus is the least known.

The contracted individual is therefore required:

* to have a personal knowledge of Jesus Christ as Lord.
* to have good standing with their local evangelical church, thus being in fellowship with the world-wide Christian family
* to participate in daily Christian prayer and Bible study meetings
* to sign their full agreement with the SIM Commitment Statement
* to have a belief that our powerful God loves to answer the prayers of his people and provides for the needs of his mission as we seek first his kingdom in obedience to everything Jesus taught.

**RELATIONSHIP TO THE SIM VISION**

Our vision is:

*“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.”*

As an MSA you would:

* Communicate the purpose and vision of Serving in Mission
* Keep supporters informed
* Envision people to pray for, give to and go in the service of Christ’s mission
* Resource mission members, staff and local churches to achieve our vision
* Ensure that finance activities are both effective to serve the accomplishment of our mission and are consistent with our agreed strategies and goals

**DUTIES & RESPONSIBILITIES**

* Ensuring enquiries are managed in a friendly, helpful, professional, and conscientious way via email, telephone calls and face to face
* Produce accurate correspondence to our stakeholders via email and letter
* Database management (adding contacts, correcting existing records, running reports, keeping communication records up to date)
* Provide general support to visitors
* Research and create presentations as needed
* Carry out administrative duties such as filing, copying, binding, scanning etc.
* Opening and processing of postal items
* Photocopy and print out documents on behalf of other colleagues
* Processing of financial donations and gift aid declarations
* Updating documents and templates
* Social media planning, scheduling and posting
* Assisting with other department tasks as required

**PERSON SPECIFICATION**

### **Essential**

*Ethos*

* Fully committed to SIM’s mission, ‘Statement of Faith’ and Christian ethos, and therefore evangelical in conviction, active in local church membership, and personally serving in God’s mission locally and globally
* Passionate about gospel proclamation, particularly in areas which are currently unreached with the gospel

*Knowledge and Skills:*

* Very good verbal and written communication skills.
* Very good telephone and interpersonal skills with ability to handle calls and enquiries from a variety of stakeholders
* Proficiency in Microsoft Office Applications (Word, Outlook, Powerpoint, Excel)
* Ability to manage a varied workload and to prioritise accordingly
* Able to work in a small team environment
* Excellent organisational skills with a thorough and methodical approach to your work
* Reliable and flexible to changing needs of service
* Knowledge of social media platforms
* Attention to detail

### **Desirable**

* Prior experience working in a cross-cultural environment
* Prior finance administration experience
* Prior experience of using a CRM system