JOB DESCRIPTION
MISSIONS ASSISTANT

JOB TITLE: Missions Assistant

PLACE OF WORK: Serving in Mission, Cambridge

HOURS OF WORK: 37.5 hours per week. Core working hours of 8.45am – 4pm

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

SALARY: £18,000.

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

REPORTING TO: Executive Assistant to CEO / Project Manager

**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 125 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.

Serving In Mission has been growing steadily and is now seeking to relocate from Suffolk to north Cambridge, with a collaborative missions hub in London.

**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**

The Serving In Mission vision statement was updated in 2015 to read:

*“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.”*

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

**DUTIES & RESPONSIBILITIES**

* To process donations
* To assist the Personnel team with setting up and running training and missionary visits
* To send out thanks to donors
* To record Gift Aid declarations
* To process standing orders
* To handle petty cash
* To keep Customer Relationship Management database updated in respect of donors
* To input, process and journal payments through Internet Banking, Direct Debits and cheques
* Other office duties 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

*Ministry & Personal qualities*

* Able to work in a small team
* Good communication skills
* Good administrative skills
* To be able to priorities workload
* Finance administration experience

### **Desirable**

* Prior experience working in a cross-cultural set up