

# Part-time Mission Representative

Based in S.E. England

Job Description

The successful candidate will report to the Recruitment and Personnel Manager and will be expected to:

1. Develop and maintain supportive and effective relationships with churches, schools and other agencies with a view to promoting the ministry of TeachBeyond.
2. Attend events to represent TeachBeyond
3. Speak on behalf of TeachBeyond at churches, conferences and events
4. Build a supporter base to increase prayer and financial support
5. Ensure effective recruitment takes place in line with agreed policy
6. Coach new enquirers through the full application process until they become members
7. Respond to phone calls, e-mails and other communications
8. Participate in weekly team meetings for information and prayer
9. Have weekly meetings via Skype with the Recruitment and Personnel Manager and meet quarterly (to be negotiated) at the Lancaster office
10. Help create a positive, Christ-honouring ethos in TeachBeyond UK
11. Undertake other duties that are seen to be necessary for the growth of the organization

The successful candidate will be expected to come to Lancaster for 2-3 days orientation.

**Person Specification**

## E S S E N T I A L A T T R I B U T E S

### **RELEVANT EXPERIENCE**

#### Personal faith in the Lord Jesus as Saviour and Lord

1. Evidence of successful leadership activity in a church or workplace
2. Employment within an educational setting
3. Preaching, teaching or public speaking
4. Use of presentation applications (e.g., PowerPoint)

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### **EDUCATION AND TRAINING**

1. A minimum of an undergraduate degree

### **KNOWLEDGE AND SKILLS**

1. Excellent oral and written communication skills
2. Proven ability to work well with others; strong interpersonal skills
3. Excellent organisational skills
4. Ability to prioritise tasks
5. IT literate
6. Good team member
7. Good understanding of how schools function
8. Ability to interact with teachers and other education professionals
9. Understanding of working cross-culturally

### **QUALITIES AND APTITUDES**

1. Ability to form relationships at various levels
2. Enthusiastic, innovative, creative and energetic
3. Self-motivated with an ability to manage time and resources effectively
4. Pioneer spirit and willingness to be patient for desired results
5. Willingness to attend further training when necessary
6. Demonstrated passion for the church and its mandate to proclaim the gospel and disciple believers (i.e., the Great Commission)
7. Philosophy of life aligned with the policies, goals and doctrinal position of TeachBeyond
8. Perceptive and empathetic listener
9. Personal integrity and a love for people.
10. Willing to undertake occasional overseas visits
11. Good sense of humour

**D E S I R A B L E A T T R I B U T E S**

### **RELEVANT EXPERIENCE**

* 1. Previous employment or volunteering with a mission organisation
  2. Experience in mission trips
  3. Cross-cultural living

### **EDUCATION AND TRAINING**

* 1. Qualified teacher status
  2. Studied at a Bible college

### **KNOWLEDGE AND SKILLS**

1. Ability to train others
2. Current driving licence
3. Hands on user of social media