

Job Description

Mission Journey Coordinator & Team Manager

We are looking for someone who has a passion for walking alongside people as they discern and follow God's leading in their lives. A person that is prayerful, professional, and pastoral, confident handling multiple processes simultaneously, pursuing best practice in all aspects of our work, while having a flexible and relational approach that is sensitive to the needs of those they are supporting.

We would like to appoint someone who is confident relating to and caring for people of different ages and backgrounds. They will work in close partnership with churches to support their mission workers from first enquiry to end of service, relating well to colleagues in SIM teams across the world, collaborating to deliver high-quality care and services to our workers.

We are also looking for someone who has experience managing a small team and enjoys investing in and developing those they are responsible for. This role will be working closely with the Head of Mission Personnel & People Care to ensure the team are equipped and cared for in their work, helping us to maintain consistency and quality in the work we do.

This role is home based ideally in Central England (West Midlands) – this role requires easy access to transport as they will travel regularly to meet the mission workers and churches assigned to them, mostly in this region.



Vision of Serving In Mission:

Our vision: a world with a witness to Christ's love where he is least known, disciples of Jesus expressing God's love in their communities, and Christ-centred churches among all peoples.

With over 7,000 people groups and 3.37 billion individuals in least reached people groups there's a massive task at hand and we need quality people to work with us to reach more people with the Gospel.

Why work for Serving In Mission?

We are passionate about what we do, we are fuelled by prayer and by trusting in God to lead us in our work. This means we can be at the forefront of cross-cultural mission with our focus on reaching the least-reached peoples in different countries. We serve in multi-cultural teams and receive mission workers to the UK, as well as sending. Come and be part of something exciting and see where God leads us.

About Serving In Mission

We are part of a global community of churches and mission workers co-operating in intercultural gospel ministry as part of SIM International. There are 70 other national offices around the world.

We seek 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 fulfil Christ's commission in communities where he is least known.

We started 130 years ago and now send mission workers to every inhabited continent on earth. Internationally, SIM has more than 2,000 workers, serving in more than 70 countries and sent by churches from all parts of the world.

The Team

You will be joining a friendly, prayerful, vision-led team, located both in Cambridge and across the UK. We support more than 130+ mission workers working on multicultural teams around the world, as well as working with churches here in the UK.

The Mission Personnel team is currently made up of the Head of Mission Personnel & People Care, four other regional Mission Journey Coordinators, two administrators, a Families Advisor, Health Coordinator and a Missions Trainer. We're a growing team with plans to recruit other new roles later in the year. You will be joining a team who are driven to serve our vision, ensuring our mission workers are cared for from the point of enquiry, through their service and after they return to the UK.

ETHOS & VALUES

Our ethos is 'by prayer'

Serving In Mission is a community of God's people committed to Biblical truth and passionate about sharing the gospel. The post holder is required to:

- *Have a personal knowledge of and trust in Jesus Christ as Lord*
- *Model Christian discipleship in public and private life*
- *Sign their full agreement with the SIM Commitment Statement*
- *Have a belief in the power of Christian prayer for God to provide and guide in the needs of the mission*

You can read more about our vision, mission & values at: sim.co.uk/about/vision-and-values

UK Staff and some of our Mission Workers at our Spiritual Life Conference 2024.



HOW THIS ROLE RELATES TO OUR MISSION:

Our mission:

We are compelled by God's great love and empowered by the Holy Spirit:

- We cross barriers to proclaim the crucified and risen Christ, expressing his love and compassion among those who live and die without him.
- We make disciples who will trust and obey Jesus, and become part of Christ-centred churches.
- We work together with churches to fulfil God's mission across cultures locally and globally.
- We facilitate the participation in cross-cultural ministry of those whom God is calling.

This role:

You will play a key part in our Mission Personnel Team.

- This allows to us care deeply for our mission workers, ensuring they feel supported and encouraged throughout their time of serving with us, whether that is a few months or many years.
- This role also ensures that we have great relationships with sending churches, helping them to support their workers – before, during and after their time of service.
- This also ensures that we have a robust enquiry, application and placement process for our workers to make sure we get the right people serving in the places God is calling them too.



JOB SPECIFICATION

Helping enquirers into mission you will:

- Connect with people at the earliest stages of their mission explorations, drawing alongside them as they discern where God is learning them, offering guidance and wisdom and building relationship with them.
- Facilitate conversations with our SIM teams working all over the world, to find the right fit in ministry for those you're journeying with.
- As capacity allows, you'll participate in opportunities to engage new people into mission. This may be through mission events and conferences. You'll be a point of expertise on opportunities and needs across SIM teams and on our sending processes.

Partnering with churches to send you will:

- Engage sending church leaders throughout the selection and placement processes: inviting their input into the suitability and evidence of calling in the life of those applying to serve.
- Use our partnership tools to facilitate conversations with church leaders and mission committees to support them in the responsibilities of being a sending church.
- Help build the relationship between SIM UK and the churches who send with us and look for ways we can serve the church and further help them to engage them in mission.

Taking candidates through the SIM UK placement process you will:

- Lead suitable candidates through a robust and prayerful application and selection process, interviewing and caring for each person who applies to serve with us.
- Work to ensure every person who serves with us receives the highest possible standard of care and support at each stage of their experience with us.
- Coordinate any follow-up and additional steps needed to help us send workers who are well-equipped and prepared for cross-cultural mission.
- Collaborate with your wider team to draw on the shared knowledge and expertise and ensure accountability in the selection decisions.
- Communicate regularly with other SIM UK departments at key points to help all candidates through steps required in our Health, Finance and Training requirements.
- Work closely with SIM receiving offices at every stage of the placement process to establish clear expectations.
- Travel regularly to provide in-person touch points throughout this process.

Providing people care you will:

- Be the first point of contact within SIM UK for the mission workers assigned to you on all matters related to their care and wellbeing and keep in touch with them regularly.
- Work with our people care team to signpost workers to additional support as needed and communicate with the sending church to work together to provide wraparound care.
- Provide debriefing for all mission workers in your care during mid-service Home-Assignments and at the end of their service with us.
- Undertake in regular training and learning to keep up to date on best practice in member care.

Participating in the life of the SIM (UK and Global), you will:

- Be part of an international organisation, working to make disciples of Jesus in communities where he is least known. You'll learn about the 70+ countries we're working in, where the needs and opportunities are, and engage in prayer for the important gospel work SIM is doing.
- Participate in meetings and working groups to share learning and collaborate with our teams worldwide. There may be opportunities to travel overseas.
- Use the SIM UK and SIM International systems to support mission workers at every stage of their mission journey.
- Engage in our SIM UK prayer meetings, and team days, and be a part of a wider team of people who are passionate enabling God's mission among the nations.

Team Manager responsibilities will include:

- Line manage other Mission Journey Coordinators & Mission Journey Administrators, providing monthly 121's as well as being available at other points as needed by the team to provide advice and support.
- Be available assist other Mission Journey Coordinators in more complex placement and people matters.
- Work with other managers across the organisation to help us work effectively with other teams and functions in SIM UK.
- Provide support to the Head of Mission Personnel & People Care, taking on tasks as requested to help develop the resources available to the team.
- Deputise for the Head of Mission Personnel & People Care when required.

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Work Experience	<ul style="list-style-type: none"> • Experience of cross-cultural mission • Pastoral care experience • Line Management experience 	<ul style="list-style-type: none"> • Formal biblical/theological study • Experience of preaching/speaking in churches • Experience working in an international organisation
Skills	<ul style="list-style-type: none"> • Able to relate to a wide range of ages and backgrounds • A skilled communicator • A strong administrator • Likes using initiative • Able to manage a variety of tasks at one time • A full clean driving license 	<ul style="list-style-type: none"> • Experience using a CRM • Confident using MS 365 • Access to a car
Personal Attributes	<ul style="list-style-type: none"> • Bible-believing, evangelical Christian • Prayerful • Able to easily build rapport with people • Committed to high standards of integrity and professionalism • A mature follower of Christ • Committed to a local evangelical church • Willingness to travel in the UK and overseas • An encouraging and positive attitude • Flexible and discerning thinker 	

This position is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.

CONTRACT & RENUMERATION

JOB TITLE:	Mission Journey Coordinator (Central) & Team Manager
HOURS OF WORK:	Full-time 2-Year Fixed Term (with intention to renew)
SALARY:	£30,000
ANNUAL LEAVE:	37 days of holiday pro rata. This includes statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year.
PLACE OF WORK:	Home-Based, ideally Central England (West Midlands)
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.
RESPONSIBLE TO:	Head of Mission Personnel & People Care