

Job Description

Compliance and Operations Co-Ordinator

We are looking for someone who has excellent organisational skills, who enjoys following processes and procedures and who wants to play an essential role in ensuring we are fulfilling our legislative and compliance obligations. We would like someone who enjoys making a team work and making sure that each part of our team is well supported by having good processes and systems in place.

Key parts of the role include ensuring that key legislative obligations are met, that we have a good understanding of risks, that our safeguarding follows best practice and being a key user for our CRM database. It's a diverse role that also needs flexibility to help out in other operational areas as required.

This role is based in the Cambridge office but home based or hybrid working is also an option.



ABOUT SIM UK

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 Operations team is currently made up of the Head of Operations, Operations Manager, Mission Support Administrators and the Executive Assistant to the Leadership Team. You will be joining a team who are driven to serve SIM UK through ensuring our systems and processes are working effectively and creating and maintaining positive relationships across the team, our workers and our wider supporters.

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 Operations Team:

- As SIM UK's Data Protection Officer, developing, implementing and ensuring that through policies, procedures and training, we are fulfilling our legislative and compliance obligations.
- You will also be SIM UK's Designated Safeguarding Lead, acting as the main source of support, advice and expertise for safeguarding within the organisation.



JOB SPECIFICATION

Develop, implement and ensure that SIM UK's policies and procedures are enabling our legislative and compliance obligations to be met

As SIM UK's Compliance and Data Protection Officer, you will be responsible for developing and implementing policies and procedures to ensure we are compliant with UK charity governance law. You will also be responsible for ensuring the SIM UK team are regularly trained in data protection policies and procedures.

Advise and support the leadership team in maintaining SIM UK's risk register and support the writing of risk assessments across SIM UK activities

You will advise and support the leadership team in maintaining the risk register and support the writing of risk assessments across SIM UK. It's essential that we appropriately assess risk and ensure we are keeping our staff, volunteers, workers and those we work with safe.

Deputise for the Head of Operations

You will support and deputise for the Head of Operations as required. This will include a range of operational tasks as well as supporting the wider team.

Advise and support the leadership team in developing and establishing SIM UK's approach to safeguarding

Working with the Head of Operations, you will ensure that SIM UK's safeguarding policies and procedures are in line with UK legal requirements and best practice, keeping up to date with any changes in UK legislation or guidance. You will also ensure that we have good working relationships and practices in place to implement these policies with our workers serving in other countries around the world.

Support best practice use of our CRM database and IT systems

As Operations Co-Ordinator, you will become a super-user of our CRM system and work with the Operations Team to support the wider SIM UK team in it's use and ongoing training. You will also work with the Operations Team to support the wider SIM UK team in best practice use of our IT systems.

Carry a passion for seeing Christ being shared around the world

You will bring a warm, positive, Christ-like attitude into how we relate to everyone we engage with, carrying a heart for prayer and a passion for people coming into relationship with Jesus.

WHO ARE WE LOOKING FOR?

- You have previous charity sector experience.
- You have knowledge of GDPR regulations.
- You have knowledge of safeguarding guidance and procedures.
- You are organised and able to create clear systems and processes.
- You have excellent interpersonal skills and can communicate effectively both orally and in writing.
- You have the ability to build effective working relationships to advise and support individuals at all levels within the organisation.
- You are someone who enjoys interacting with all sorts of people in all sorts of ways. You care that people feel connected and part of a wider community.
- You are able to manage pressured situations with tact and wisdom.
- You have the ability to work sensitively across a variety of cultures, backgrounds, and generations. You act with integrity and respect when working with others.



PERSON SPECIFICATION

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|-------------------------|---|---|
| Minimum work Experience | <ul style="list-style-type: none"> • Experience of working as part of a team • Administrative management • Knowledge and experience of GDPR regulations • Knowledge and experience of UK safeguarding guidance and procedures | <ul style="list-style-type: none"> • Previous charity sector experience • Previous experience of overseas mission • Previous experience of safeguarding in other cultures and/or overseas contexts |
| Skills | <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Confidence to work with people across all levels of the organisation • Experience of using Microsoft Office, especially Word, Excel and Outlook • Experience of using CRM databases • Very organised and able to work to deadlines • Warm and relational, an encourager and team player • Ability to act with integrity and respect | |
| 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 • Collaborator • Able to pay attention to detail | |

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: | Compliance & Operations Co-Ordinator |
| HOURS OF WORK: | 30 hours (4 days) per week |
| SALARY: | £28,000 |
| 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: | Office based in the Cambridge office, but home or hybrid working is also an option. |
| 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 Operations |