

## JOB DESCRIPTION

**Job Title:** Head of Mission & Ministry – London (Hub Leader)

**Location:** London

**Hours:** Full-time      **Starting:** TBC      **Grade:** D1-D9 +LW (£34,896 - £39,797 +LW)

**Responsible to:** Head Of Message Hubs - England

### Summary of the role

This is an exciting role to develop a regional strategy for the Message Trust in London. We are looking for a strategic leader with a breadth of communication skills, and with a proven track record of pioneering new work particularly in partnership with local church.

A person who is strongly self-motivated, confident to take initiative, make decisions quickly and able to inspire others will thrive in this fast-paced role. You will be responsible for developing the team regionally, managing budgets, driving prayer initiatives to fuel the work and raising the profile of the ministry by increasing networks. You will be fully involved in finance and resource raising for the London Hub. You will need a passion for youth engagement, community mission and evangelism with the skills to bring a cohesion to the disparate youth and marginalised ministries of the Message in London. The role holder will be expected to fully embrace the national vision of the Message Trust, whilst simultaneously understanding the context of mission in London and the local expression of the organisation.

You will be responsible for leading the Hub team, encouraging and supporting them as they develop their ministries. You will have experience in staff management and be able to bring the best out of each member of the team. You will be able to balance financial and non-financial objectives, analyse information, make sound judgements, appraise performance and manage risk. The role will be based at 302 The Highway, London, E1W 3DH with regular visits to our flagship enterprise in Covent Garden and will require regular travel across London with some travel in the rest of the UK.

At the heart of the Message Trust's culture is our love for Jesus, effectively sharing the Christian message in words and actions through creative arts, community mission and Christ-centered enterprise and bold gospel proclamation. Therefore, this post is subject to an Occupational Requirement that the postholder be a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

### Main duties and responsibilities

#### 1) Strategic Church Engagement

- Support the development and delivery of the regional strategy using intentional and effective tools for engagement, including speaking engagements, event stands, church

leader unity meetings, unity gatherings and individual meetings with the view to developing strategic partnerships.

- Map and develop a strategic and comprehensive plan with clear targets to reach and build relationships with churches across denominations, like minded charities and para-church networks throughout London inspiring them with the vision for the work of the Message.
- Promote Message resources and central ministries where it could encourage and equip churches.

## 2) Networking, relationship building and partnership development

- Build and deepen professional relationships with church leaders, wider church communities across denominations and Christian networks across London.
- Provide information, organisational updates, prayer requests to stakeholders and major donors.
- Invest in relationships and be proactive in building effective partnerships with other organisations , institutions and charities in London in sympathy with the Message's missional aims.

## 3) Development, recruitment, delivery of targets and line management

- Work closely with the Heads of Hubs – England and national ministry leads to develop a strategy for maintaining and expanding the Message mission across London.
- Supported by the Head of Hubs, set regional targets annually as part of a strategic 3-year plan.
- As the hub leader, ensure the regional London staff, contractors and volunteers are empowered and equipped to deliver activities and objectives within the organisation's strategic goals
- Hold regular team meetings with the London Hub team, making them a time of development, encouragement, prayer and vision.
- Arrange regular line management meetings and peer support, including team building days with all directly reporting staff and contractors. Ensure up to date staff records are kept for HR including job descriptions, role objectives, annual appraisals, recruitment, holidays, disciplinaries and expenses.
- Work closely with HR and the regional Operations Manager to ensure all recruitment and departures from the London team are managed in a timely and sensitive manor.
- Inspire individuals to step into volunteering roles to support the mission of the Message

## 4) Fundraising and Financial Control

- Working with Global CEO, UK CEO and Head of Fundraising to develop, create and deliver effective major donor engagement opportunities including London Urban Heroes Dinner, fundraising lunches, evening events and 1-1s.
- Inspire local church leaders, local unity movements, and denominations to financially contribute to proposed development models and strategy through vision events, networking and visiting projects.
- Ensure that appropriate financial resources are secured by drawing up an effective fundraising plan in conjunction with support from the Head of Fundraising and regional Operations Manager.

- With support from Head of Fundraising and the regional Operations Manager, hold and develop relationships with agreed trusts, churches, foundations, and businesses, working effectively to maximize income opportunities for both local and national use.
- Inspire and encourage staff and volunteers in the London team to meet personal fundraising targets.
- Working closely with the regional Operations Manager manage the budget in London across the Message Trust including invoices, income, expenditure and yearly projections.

#### 5) Development of prayer networks

- Starting from a recognition that all regional activity for the Message needs to be undergirded in prayer, develop and maintain a regional prayer strategy which compliments the national strategy for prayer.
- Attend monthly prayer days in Manchester HQ, which are attended by regional staff at agreed dates throughout the year.
- Create, lead and inspire at regular prayer meetings for regional staff, contractors and volunteers. These might be staff meetings and occasional prayer gatherings at hub venue.
- Recruit Prayer Champions; trusted people, committed to praying for the Message in London
- Leading by example, inspire all staff and contractors to prioritise prayer within their respective mission and work.

#### 6) Operations

- Working closely with the regional Operations Manager, ensure all Message properties are managed and maintained to a high standard.
- Working closely with the regional Operations Manager, ensure all records are kept up to date in relation to events, speaking engagements and enquiries in London.
- Ensure all data is collected, stored and shared carefully, and appropriately in line with GDPR and Message policies.

### Regional Missional Development Responsibilities

#### A. Youth Engagement (Creative Mission)

- Work closely with the Head of Youth Engagement /Creative Mission and the Head of Youth Ministry to create a clear strategy for launching and sustaining mission with and for youth across London.
- Work with Message bands as strong catalysts for mission in schools and events.
- Work with the Charge workers to develop the Charge and the Scattering which may include events.
- Oversee regional schools/youth engagement workers.

#### B. Community Mission (Community Transformation)

- Work closely with the Director of Ministry & Head(s) of Eden to create a clear strategy for launching and recruiting Eden teams across London
- Oversee coaching of existing Eden team leaders to ensure missional effectiveness
- Work closely with the Director of Enterprise to develop a strategy for launching additional Community Groceries in London and sustain existing groceries.

### C. Christ Centered Enterprise

- With support from the Head of Prisons, oversee prison outreach workers in London.
- Working closely with the Director of Enterprise and Message London Prisons Resettlement and Outreach Manager and the Neal Street Espresso Manager, develop a thriving enterprise and work-based discipleship programme for prison leavers.
- Work with Eden teams and youth workers to create opportunities for work experience with London enterprise.
- Work with Neal Street Espresso Manager to ensure NSE is a flagship store, creating innovative approaches to ministry and business and drive initiatives to increase income and profitability.

### D. Equipping & Training

- E. Develop an effective London Hub promotional plan for Message School of Evangelism
- F. Develop opportunities in the Hub for MSE student teams to effectively serve in the mission phase of the year.
- G. Working with Advance explore options for churches to adopt the Advance material to equip Christians to be effective evangelists

### Other Expectations

- To uphold and promote the ministry's core ethos, values and policies. Ensure that the spirit of these policies is followed throughout the ministry.
- Regular line management meetings with Director of Ministry.
- All staff are expected to raise regular financial support for the ministry. Identify potential funding sources and actively seek contributions to the ministry from friends, family members and your local church.
- All Message staff are set a personal fundraising target. We ask that the successful applicant has a minimum of £150 per month in signed-up financial supporters before commencing employment, rising to £200 after 3 months and aims to add one a month after that. Staff are also expected to organize and take part in at least one fundraising or other sponsored event annually.

### Essential Skills and Experience

- Clear strategic vision and good communication skills
- Ability to fundraise.
- Energy and business acumen, innovation and entrepreneurial skills.
- Open and sharing approach to working in partnership with the UK Leadership team.
- Networking, influencing/promotional and negotiating skills. Able to develop and sustain public and voluntary sector partnerships.

- A 'hands-on' attitude, able to roll-up sleeves and pitch-in with practical task delivery.
- Successful management track record including change and innovation.
- Experience of line management and a staff-supporting role

**Confidentiality:**

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

**Note**

This job description is not exhaustive and amendments and additions may be required in line with future organizational changes.

The successful candidate for this post may be asked to apply for a DBS check. The Message has decided that this shall be at the level of: Enhanced. Further information about the Disclosure scheme can be found at [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview).