

Vision Statement : Together we are working for a world where all can experience faith in Christ and the abundant life only, he provides.



JOB DESCRIPTION

JOB TITLE:	Heart for the Gospel Team Lead
RESPONSIBLE TO:	Head of Programme – Evangelism & Discipleship
INTERNAL RELATIONSHIPS:	Programmatic team in which located, Department for World Mission, all BMS departments, Mission Personnel, Directors, Board of Trustees, Council
EXTERNAL RELATIONSHIPS:	Partner organisations & networks, prospective partners/networks, subject specialist groups, training providers, UK churches / supporters
LOCATION/TRAVEL TO:	Global Role: Located within a BMS Heart for the Gospel mission context in Ghana; with regular international travel and participation in BMS events, including in the UK.
JOB TYPE/HOURS:	Full-time / 35 hrs per week.
SALARY:	The salary will be set at a national equivalent of a UK salary of £39,132.00 to £43,925.00 and based on relative national salary levels of the relevant country.

JOB OVERVIEW

Specialist Lead contribute to the development of BMS strategy in their ministry areas, in consultation with the Head of Programme (HoP) and Director for Mission (DM). Each Lead brings their expertise and perspective on contextualisation to the strategy discussion. The Heart for the Gospel Lead has responsibility for the management and oversight for BMS Personnel and Partnerships within a range of the Heart for the Gospel contexts, as defined within the BMS strategy and Department for World Mission structure.

The Lead role falls into four main areas as follows:

- Support the development and implementation of BMS strategy in the ministry area
- Lead, support and guide BMS mission personnel through effective line management
- Take a lead on and build relationships with BMS partners – striving towards fruitful mission impact
- Bring specific ministry expertise into the wider work of BMS

ROLE & RESPONSIBILITIES

1. Specific ministry sector responsibilities

- Develop and bring specific learning on evangelism and discipleship from global voices to enhance the wider work of BMS
- Equip, support and guide BMS workers in evangelism and discipleship
- Mobilise churches to recruit and train mission workers through the African Oasis Hub in Ghana.
- Facilitate the training of BMS Partners and Personnel in evangelism and discipleship

- Be a catalyst for BMS Partners to collaborate on evangelism, discipleship and church planting initiatives
- Facilitate a network of learning communities between BMS Partners and UK churches

2. Personnel

- Responsible the line management of an agreed number of personnel in the Heart for the Gospel global team.

3. Recruitment & training

- Responsible for assisting the Mission Personnel Teams in agreeing clear priorities for recruitment of personnel to serve within the partnerships they are responsible for.
- Advising on issues relating to the placement of personnel.
- Provision of training and orientation as required.

4. Supervision of global team members

- Specialist Leads are responsible for the line management of personnel while in their country of service. This includes:
 - Placement within partnerships/networks or mission hubs with a clear job description
 - Overseas secondment agreements
 - Agreement of clear work priorities, as part of the partnership priorities
 - Ensuring access to appropriate language and orientation
 - Conducting periodic reviews and other aspects of line management in line with BMS policies and best practice (agreeing leave, extra training etc)
 - Reviewing and approving Prayer/Newsletters, reports and other forms of regular communication.
 - As appropriate and in accordance with BMS policy and practice, the preparation of budgets associated with the support of mission personnel.
 - Risk assessments, sensitivity guidelines and contingency plans
 - Conflict resolution and team working
 - Liaison with sending churches as required and appropriate in conjunction with colleagues in the Department for Communication and Fundraising.
 - Home assignment schedule agreements and end of service liaison.

5. Responsibilities related to BMS Partners

- Oversee the strategic development and management of the partners and personnel for whom responsibility is held – including line management of mission workers in accordance with BMS policies and best practice
- Be the primary point of engagement and communication with the partner and BMS
- Establish and develop clear and coherent partnership strategy and Partnership Agreements with each Partner, including the identification of programmes and employment posts which could receive BMS funding and/or BMS personnel
- Develop the partnerships in ways that strengthen capacity in collaboration with the HoP and the Capacity Strengthening and Cross-Cutting Team
- Assist Partners to develop organisational capacity
- Oversee the annual process of preparing proposed budgets for partner grants and Supported Partner Workers grants for Partners under your management, to be discussed with colleagues in the preparation of the estimates process
- Participate in the appraisal of proposed partner grants

- Accountable and responsible for all stages of grant funding for partnerships, including grant notifications and reporting, both of activities and financial; ensure correct use of funds
- Ensuring impact, monitoring evaluation and learning, and alignment with BMS strategies of all work with BMS partners for which responsibility is held
- Ensure appropriate reporting is received and used for learning, accountability, communication and strategic adaptation within BMS in collaboration with the appropriate Head of Programme
- Oversee filing of all documentation relating to the partnership
- Visit partners/network meetings at regular intervals as agreed with line manager
- Help facilitate occasional visits of BMS partners to BMS events/meetings for those with whom partnership responsibility is held.

6. Cross cutting responsibilities

- Seek to ensure that BMS cross-cutting priorities (such as gender justice and creation stewardship) are appropriately integrated into partnership and wider work for which responsibility is held.

7. Collaboration with Communications Department

- Editing and signing off BMS Personnel prayer letters
- Writing Prayer Guide entries for relevant ministries and partners
- Advising on appropriate pieces of work for coverage in BMS publications and media
- Provide the Creative Content Team with photos, videos and stories for use in BMS publications and media
- Liaise with Fundraising Team for identifying overseas work appropriate to applying for outside funding

8. Other duties

- To be available whenever required for the BMS Crisis Management Team (as appropriate given their global role)
- With others within and beyond the Department for World Mission, contribute towards the planning and implementation of BMS events such as Expect (or future similar events) involving, for example, staff, mission personnel, partner representatives, Trustees etc.
- To represent BMS when required at events that BMS is invited to contribute to
- Learning and development opportunities as agreed with your line manager
- Such other duties as your line manager may from time to time consider necessary and suitable
- Work and line manage in accordance with BMS policies and procedures.
- Demonstrate BMS' core values of; bringing our best, walking humbly and embracing Change

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Personal experience of and understanding of overseas mission work
- Proven ability to communicate effectively with workers in diverse cultural contexts
- Proven ability to communicate sensitively and clearly with organisations from diverse cultures
- Qualified to bachelor's level, or higher education equivalent, in an academic field relevant to the post
- Listening skills
- Proven organisational and project management skills
- Demonstrable ability to deal sensitively and creatively with situations of tension or crisis

- Self-motivated, with ability to think creatively and strategically, and to manage time and prioritise projects effectively in a highly challenging environment
- Excellent analytical skills
- Ability to be work flexibly in a small multi-disciplinary team
- Fluency in English with excellent writing and speaking
- Knowledgeable and highly competent with the Microsoft Office suite of programmes and SharePoint

Preferred

- Good IT skills
- Previous experience in a faith-based charity
- Experience as a long-term overseas mission worker
- Qualified to master's level in an academic field relevant to the post
- Fluency in a language other than English, relevant to their working context

PERSONAL QUALITIES

Essential

- Understanding of the role and value of overseas mission
- Personal values align with BMS' mission, values, and goals
- Mature, self-aware, faithful, collaborative, relational and professional approach to the task and the team, but with the ability to work independently
- Highest level of integrity and standard of excellence
- Take confidentiality seriously and appropriately
- Demonstrable servant leadership qualities
- Be self-aware, be comfortable with vulnerability and remain resilient
- Gracious and forgiving of other people's and your own faults
- Be creative, adaptable, take initiative and be comfortable with risk
- Keep up to date on relevant specialism and qualification

SPECIFIC OCCUPATIONAL REQUIREMENTS

The jobholder must:

- Be able to spend up to eight weeks away from home each year
- Be a committed Christian, fully in sympathy with the BMS vision statement