



VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.

JOB DESCRIPTION

JOB TITLE:	Business Process Analyst
RESPONSIBLE TO:	Director of Finance & Operations
DEPARTMENT:	Finance & Operations
INTERNAL RELATIONSHIPS:	Cross organisational working with all departments, Executive Director Team, IT Team
EXTERNAL RELATIONSHIPS:	Third party systems suppliers.
LOCATION/TRAVEL TO:	Didcot with opportunity for some flexible working
JOB TYPE/HOURS:	Full time, temporary for 6 -12 months
GRADE:	3 Professional

JOB OVERVIEW

This role supports the Director of Finance & Operations and Executive Director Team in providing end-to-end support in remodelling and restructuring particular processes and systems within the organisation.

The role will be instrumental in documenting current state processes, conducting relevant analysis to identify inefficiencies, and collaborating with colleagues to capture desired future state processes/systems and their associated business requirements, making recommendations for improvement to the Executive Director Team. Additionally, the role will design and deliver targeted process reviews using lean methodologies to streamline processes, reduce waste, and enhance operational efficiency and effectiveness.

ROLE AND RESPONSIBILITIES

1. KEY TASKS, THEMES AND PROJECTS

- Process Documentation and Analysis:
 - Document current state processes and conduct thorough analysis to identify inefficiencies and potential areas for improvement.
 - Collaborate with colleagues to capture desired future state processes and their associated business requirements.
- Process Improvement:
 - Design and deliver targeted process reviews using lean methodologies to streamline processes, reduce waste, and enhance operational efficiency.
 - Evaluate the feasibility of sourcing certain processes from external providers to optimise operations, including processes that are already outsourced.
- Data Analysis:
 - Conduct comprehensive data analysis to identify trends, root causes of issues, and support future state requirements.
 - Measure project benefits and ensure alignment with organisational goals.
- Stakeholder Engagement:
 - Develop and facilitate engaging stakeholder sessions to gather requirements, communicate findings, and support the implementation of process improvements.
 - Maintain clear and effective communication with all stakeholders throughout the project lifecycle.
- Project Support:
 - Support project delivery by creating detailed business process requirement specifications and associated timelines.
 - Ensure all project deliverables meet quality standards and timelines.

2. LEADERSHIP AND MANAGEMENT

- Provide leadership and guidance to team members involved in process improvement projects
- Make recommendation to EDT on improvements to business processes
- Work in accordance with BMS values, policies and procedures

3. OTHER DUTIES

- Participate in the development of organisational culture through prayer, staff away days, organisational events, training, and consideration for those we serve overseas and our UK supporter base.
- Such other duties as your line manager may from time to time consider necessary and suitable
- Specific learning and development opportunities that support organisational development
- Specific learning and development as agreed with your line manager related to your role

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Qualifications – Bachelor's degree in Business Administration, Management, Information Systems, or BCS International Diploma in Business Analysis or equivalent.

Proven experience as a Business Analyst, preferably within the charity sector.

Experience with process mapping, analysis, and improvement methodologies

Familiarity with process improvement methodologies
Strong analytical and problem-solving skills.
Excellent communication and interpersonal skills.
Ability to work collaboratively with diverse teams and stakeholders.
Strong planning and organisational skills, with the ability to manage multiple priorities
Self-motivated and ability to prioritise and handle various projects in a highly challenging environment
Ability to be self-servicing, including work processing skills, and to work flexibly
Proficiency in Microsoft365 applications (Teams, Outlook, Word, and advanced Excel)
Fluency in English with excellent writing and speaking in both

Preferred

BCS Advanced International Diploma in Business Analysis or equivalent
Proficiency in data analysis tools and software
Previous experience in a faith-based charity
International experience

PERSONAL QUALITIES

Essential

Mature, faithful and professional approach to the task and the team
Have the highest level of integrity and standard of excellence
Take confidentiality seriously and appropriately
Demonstrable servant leadership qualities
Work relationally and collaboratively
Be self-aware, be comfortable with vulnerability and remain resilient
Be creative, adaptable, take initiative and be comfortable with risk
Keep up-to-date on relevant specialism, qualification
Comfortable with expression of values as inspired by Jesus Christ
Personal values align with BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK

SAFEGUARDING:

A basic DBS check is required

APPROVED BY LINE MANAGER:

Date:

REVIEWED BY DIRECTOR:

Date: