

VISION STATEMENT: THE HIGHEST GOAL OF ALL WE DO IS TO BRING PEOPLE TO FAITH IN OUR LORD AND SAVIOUR JESUS CHRIST AND AN EXPERIENCE OF THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.

JOB DESCRIPTION

JOB TITLE:	Church Engagement Administrator (FTC 8 months)
RESPONSIBLE TO:	Church Engagement Manager
DEPARTMENT:	Department for Communication and Fundraising
INTERNAL RELATIONSHIPS:	Colleagues within the department and across departments, Mission Workers, International Mission Workers, EXPECT 26 planning team,
EXTERNAL RELATIONSHIPS:	Supporters, ministers, representatives in churches
LOCATION/TRAVEL TO:	Didcot, Oxfordshire / Flexible working This role can be office-based or hybrid.
JOB TYPE/HOURS:	0.6 FTE, permanent
GRADE:	Grade 6 Professional

JOB OVERVIEW

As part of BMS' commitment to fostering collaboration in global mission, we will be bringing together multiple stakeholders for a week in June 2026, for shared fellowship, reflection and strategic alignment. We are looking for additional support to facilitate the event and specifically to ensure that UK churches can benefit from meetings with our international staff and partners.

The role will work with staff, people in mission and churches to arrange visits for speaking engagements before and after the event.

ROLE AND RESPONSIBILITIES

1. KEY TASKS, THEMES AND PROJECTS

- Administer UK visits for mission workers and other speaking engagements for people in mission who come to the UK, partner staff, volunteers and staff members.
- Facilitate relationships between workers and churches: organise visits and online events, handle enquiries, resolve problems, communicate changes
- Liaise with churches, organisations and speakers to ensure appropriate speakers for church visits and events, support them, and administer feedback from churches and speakers.
- Working with Key Travel regarding travel and transport needs
- Record and maintain data on Church Partners and speaking engagements on our

database for monitoring and reporting.

- Work with the EXPECT 26 planning team to support with additional organisational needs.
- Respond to enquiries, requests and complaints from churches in a timely manner, promoting the highest level of supporter care at BMS.
- Work collaboratively across teams to ensure smooth running of your process.

2. 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 as agreed with your line manager related to your role.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Good computer literacy in Word, Excel and Outlook

Excellent attention to detail

Excellent organising skills

Excellent interpersonal skills

Good negotiating and influencing skills

Excellent telephone manner

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 in a small multi-disciplinary team

Ability to work under pressure and achieve tight deadlines

Ability to work in a multidisciplinary relationship building and fundraising team

Excellent Communication skills both written and oral.

Preferred

Experience working in customer relations

Experience of team administration

Good experience in using the Raiser's Edge database or another customer relationship database

Understanding of UK church life and Christian audiences

Understanding of Baptist churches

Understanding of BMS World Mission

PERSONAL QUALITIES

Essential

Conscientious and able to work proactively

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

Work relationally and collaboratively

Positive attitude, flexible and adaptable

Able to relate well to and work with people of different cultures, theologies and personality types

Be self-aware, be comfortable with vulnerability and remain resilient
Personal values in full support of BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement.

SAFEGUARDING

A basic DBS check is required.

APPROVED BY LINE MANAGER:

Date:

REVIEWED BY DIRECTOR:

Date: 16/09/2025