



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:	Heart for the Gospel Team Lead
RESPONSIBLE TO:	Head of Programme – Evangelism & Discipleship
DEPARTMENT:	World Mission
INTERNAL RELATIONSHIPS:	All BMS Departments, Heart for the Gospel Programmatic Team and Department of World Mission
EXTERNAL RELATIONSHIPS:	BMS partners, networks, mission hubs, subject specialist groups, training providers, UK churches / supporters
LOCATION/TRAVEL TO:	Remote/Thailand
JOB TYPE/HOURS:	Full time, permanent

JOB OVERVIEW

Heart for the Gospel Team Lead will contribute to the development of BMS strategy in their ministry areas, in consultation with the Head of Programme (HoP) and Director for Mission (DM). The Team Lead will bring expertise and perspective on contextualization and implementation of the strategy. Furthermore, the Team Lead, also 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.

ROLE AND RESPONSIBILITIES

1. KEY TASKS

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
- Build relationships with BMS partners (reciprocal bi-lateral partnerships, hubs and networks) – striving towards fruitful mission impact
- Bring evangelism, church planting and disciple making movement ministry expertise into the wider work of BMS

2. Roles and Responsibilities

People management: Line management, advisory, project management responsibility includes

- Placement within partnerships/networks or mission hubs with a clear job description
- International secondment agreements
- Agreement of clear work priorities, as part of the partnership priorities
- Ensuring access to appropriate language learning and cultural orientation
- Conducting annual reviews and other aspects of line management in line with BMS policies and best practice (e.g. 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 of Communication and Fundraising.
- Home assignment schedule agreements and end of service liaison.

Resource management: Material (equipment), financial (budget), information responsibility

- 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 BMS
- Partners, 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

Impact, influence & accountability: accountability for operations, equipment, procedures and projects

- 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.
- Advise and provide information for effective communication to BMS stakeholders

Engagement: Complexity of communication, networks, internal/external relationships

- 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
- Use verbs such as: To develop, to ensure, to manage, to provide support for, to lead, to oversee, to present, to prepare

3. LEADERSHIP AND MANAGEMENT

- Work and line manage in accordance with BMS values, policies and procedures
- Work in accordance with BMS values, policies and procedures
- Lead the Heart for the Gospel Team in consultation with the HoP

4. 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.
- To be available whenever required for the BMS Crisis Management Team
- 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

- Qualified to bachelor's level, or higher education equivalent, in an academic field relevant to the role
- Demonstrable experience in disciple making movements
- Demonstrable experience working with multi-cultural teams, and line management of personnel and partners
- Personal experience of and understanding of overseas mission work
- Proven ability to speak and write English to a professional standard
- Proven ability to communicate effectively with workers in diverse cultural contexts
- Proven ability to communicate sensitively and clearly with organisations from diverse cultures
- 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 priorities projects effectively in a highly challenging environment
- Excellent analytical skills
- Ability to be work flexibly in a small multi-disciplinary team

Preferred

- Proficiency in Microsoft365 applications (Teams, Outlook, Word and advanced Excel)
- Previous experience in a faith-based charity
- International experience
- Fluency in a language other than English, relevant to the working context

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 [in full support of] or align with BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

- The job holder must have the right to live and work in the Thailand
- Be able to spend up to six weeks away from home each year
- Be a committed Christian, fully in sympathy with the BMS vision statement

SAFEGUARDING:

- DBS check or police record check is required

APPROVED BY LINE MANAGER: Kwame Adzam

Date: 20th October 2025

REVIEWED BY DIRECTOR: Arthur Brown

Date: 20th October 2025