



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:	Intercultural Learning and Collaboration (ILC) Administrator
RESPONSIBLE TO:	Training and Learning Lead
DEPARTMENT:	Intercultural Learning and Collaboration
INTERNAL RELATIONSHIPS:	Particularly to Department of ILC, and generally across all departments within BMS World Mission
EXTERNAL RELATIONSHIPS:	BMS' ILC partners and collaborators, trainers, and trainees
LOCATION/TRAVEL TO:	Nagaland (Kohima or Dimapur), with frequent travel within India and occasional travel overseas
JOB TYPE/HOURS:	Full time, permanent
GRADE:	Grade 6

JOB OVERVIEW

The ILC Administrator will provide administrative and coordination support to the Department of Intercultural Learning and Collaboration (ILC) to help it to achieve its goal to collaboratively work with other organisations through Training, Learning and Capacity Strengthening to increase global mission impact.

The ILC Administrator will work closely with the ILC Department, and will be responsible for a wide range of administrative and coordination tasks.

ROLE AND RESPONSIBILITIES

1. ADMINISTRATION, COORDINATION, AND SUPPORT ACROSS ILC DEPARTMENT

- Assist the ILC Department with daily administrative tasks, including scheduling meetings for ILC, managing calendars, collation of papers for meetings, and preparing reports
- Coordinate and assist ILC Departmental events and meetings
- Coordinate and assist ILC Department by providing administrative support across BMS

2. COORDINATION OF ILC TRAINING AND LEARNING

- Communicate with and manage enquiries from training participants, trainers, and partner organisations
- Communicate with, manage, and relate effectively with trainers and educators for ILC-related programmes
- Input data and keep records for reporting and archiving
- Assist with financial management, including invoicing, record-keeping and reporting
- Assist in managing resources, including training equipment, learning resources, and relevant data and information

3. SUPPORT FOR MONITORING AND EVALUATION (MEL) AND CAPACITY STRENGTHENING AND CROSS-CUTTING (CSCC) TEAM

- Provide administrative support to the Monitoring, Evaluation, and Learning (MEL) Lead and the Capacity Building and Cross-cutting Themes Team (CSCC) of ILC
- Input data and maintain records for monitoring, learning, and evaluation purposes

4. TRAVEL ADMINISTRATION

- Assist in making travel arrangements
- Communicate and coordinate with travel providers, trainers, and trainees for ILC-related training events

5. OTHER DUTIES:

- Engage and liaise with colleagues within BMS, and partners and collaborators of BMS in a professional manner, consistent with BMS' policies and procedures, including data protection and confidentiality
- Participate in BMS' team and Christian community meetings and activities as planned

- Undertake such other duties as may from time to time be considered necessary and suitable
- Specific learning and development opportunities as agreed with the line manager
- Work occasional weekends (where planned) to support training events

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Qualification – Bachelors level education in relevant area, for example in Business Administration, or equivalent experience
- Proven excellent administrative skills
- Self-motivated with proven ability to manage workload from a variety of sources and prioritise projects effectively in a busy environment
- Attention to detail
- Proficiency in Microsoft365 applications (Teams, Outlook, Word and advanced Excel)
- Experience of managing and using databases
- Good interpersonal skills with the ability to relate well to all age groups and in different contexts
- Tact and ability to keep personal records confidential
- Good communication manner (both verbal and written)
- Demonstrable involvement in Christian ministry, and in intercultural competence and sensitivity
- Excellent interpersonal and communication skills
- Fluent in English

Preferred

- Understanding the role and value of mission
- 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 in full alignment with BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

- The job-holder must be a committed Christian, fully in sympathy with the BMS Vision and Mission statements

SAFEGUARDING:

A training in safeguarding is required

APPROVED BY LINE MANAGER: Levino Liegise

Date: 01/06/26

REVIEWED BY DIRECTOR: Aniu Kevichusa

Date: 01/06/26