



# 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

<b>JOB TITLE:</b>	Church Engagement Specialist
<b>RESPONSIBLE TO:</b>	Church Engagement Manager
<b>DEPARTMENT:</b>	Department for Communications and Fundraising
<b>INTERNAL RELATIONSHIPS:</b>	Supporter Engagement Team; Communications Team; Operations and Resources Team; mission workers; mission trainees
<b>EXTERNAL RELATIONSHIPS:</b>	Baptist churches, networks and associations; other denominational churches and networks; BMS supporters; volunteers
<b>LOCATION/TRAVEL TO:</b>	BMS Didcot or hybrid with considerable UK travel, possibly travel abroad
<b>JOB TYPE/HOURS:</b>	Full-time, 12 month Fixed Term Contract
<b>GRADE:</b>	Grade 5 - Senior Professional: £35,820

## JOB OVERVIEW

As a key member of the Supporter Engagement Team, this role strengthens BMS' engagement with the Baptist church. With the help of a dedicated team, this role inspires the local church, encourages prayer, shares stories about BMS' holistic and transformative work seeing the gospel message changing the world and encourages giving as an active part of worship. The essence of this role is to network, build relationships, speak in services and at conferences and strengthen the link between Baptist churches and churches of other denominations with BMS.

This role develops relationships with churches, regional associations, national Baptist unions, colleges and networks, and other church groups as appropriate and ensures we are taking a planned and strategic approach to strengthening relationships. This involves visits by the role holder but also includes video and phone calls, training and equipping staff and volunteers and overseeing BMS' stewardship of key churches.

For this role, knowledge of BMS' supporter base, experience of the evangelical aspects of BMS' mission and full support of its missionary work are crucial.

## ROLE AND RESPONSIBILITIES

### 1. RELATIONSHIP BUILDING

- Speak in Sunday services and represent BMS (at least twice a month), including leading prayer and connecting a talk to a Bible passage
- Attend and present at selected ministers' conferences, Baptist assemblies, selected council meetings and key events
- Strengthen relationships with phone calls, video calls and, where needed and beneficial,

church visits

- Develop relationships with all three Baptist unions and all regional ministers, including organising and running events and workshops when needed
- Connect with Baptist colleges and ministers in training
- Connect with newly accredited ministers, retired ministers and ministers who come to the UK from abroad
- Help Connect Churches with Partner Mission workers
- Connect with BMS volunteers in churches to inspire and support their work
- Handle requests, positive and negative feedback, respond to challenging questions and complaints
- Develop relationships with non-supporting churches
- Be involved in the strategic deployment of international speakers and, when needed, join the events and represent BMS
- Support the Church Engagement Manager in training BMS speakers and equipping volunteers in churches
- If needed, accompany visits to BMS projects
- Represent in any interaction BMS' mission and core values

## **2. STRATEGY AND PLANNING**

- Develop a strategic approach to your external engagements under the guidance of the Church Engagement Manager
- Plan and organise your visits, workshops and involvements, including all logistic requirements
- Oversee the stewardship programme of key churches
- Work closely with teams across the department to ensure you have the materials you need to present and talk about BMS' work

## **3. OTHER DUTIES**

- Record every interaction with a church or contact on our database and ensure the database is updated with accurate church information
- Work in accordance with BMS values, policies and procedures
- 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**

Very strong interpersonal skills and an ability to build close relationships with senior and local church leaders and volunteers

Self-motivated

Ability to work independently, work under pressure and prioritise to achieve tight, competing deadlines across multiple responsibilities, and to work flexibly in a small multi-disciplinary team

Organisation skills

Fluency in English, excellence in public speaking skills with good writing skills

Computer literate

Understanding of and experience working with churches

Understanding of world mission

Skills in the use of online communications media (Teams, Zoom)

### **Preferred**

Understanding of and experience working with UK Baptist churches

Experience in a faith-based charity or church

Fundraising knowledge or experience

Experience in strategic planning

Proficiency in Microsoft365 applications (Teams, Outlook, Word and PowerPoint)

Experience in supporter care and complaints handling

Knowledge of a database to manage relationships

### **PERSONAL QUALITIES**

#### **Essential**

Be passionate about mission and building the world church

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

Be self-aware, be comfortable with vulnerability and remain resilient

Be creative, adaptable, take initiative and be comfortable with risk

Committed to ongoing personal training and development

Personal values in full support of BMS' mission, values, and goals

### **SPECIFIC OCCUPATIONAL REQUIREMENTS**

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

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

The job-holder must hold a UK drivers license.

### **SAFEGUARDING:**

A basic DBS check is required