

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:	Development Lead - Hope for the World
RESPONSIBLE TO:	Head of Programme - HOPE for the World
DEPARTMENT:	Department for World Mission (DWM)
INTERNAL RELATIONSHIPS:	People and Culture (P&C), Department for World Mission, Capacity Building and Cross-Cutting Themes, Finance, Communications and Fundraising, Intercultural learning and Collaboration
EXTERNAL RELATIONSHIPS:	Partner organisations and possible donors.
LOCATION/TRAVEL TO:	BMS Didcot with flexibility for some home working
JOB TYPE/HOURS:	0.5FT fixed term contract (2 years)
GRADE:	4

JOB OVERVIEW

Summary

The Development Lead provides leadership and oversight for BMS engagement with partners delivering community development and service provision projects through the HOPE programme. The role supports partnership strategy, grant management, capacity strengthening, and accountability to ensure effective, sustainable, and high-quality programme delivery aligned with HOPE programme priorities.

The role also carries significant responsibility for line managing mission workers within the countries covered by the role, ensuring they are supported and equipped in line with BMS policies, procedures, and best practice so that their contribution effectively strengthens partnership outcomes.

ROLE AND RESPONSIBILITIES

Personnel Recruitment & Training

- Assist the Mission Programmes Teams (within the People & Culture Department) in identifying and agreeing recruitment priorities for personnel serving within assigned partnerships.
- Advise on matters relating to the placement of personnel.
- Provide training and orientation as required.

Line management

Responsible for the line management of Mission Workers under the post-holder's responsibility in accordance with BMS policies and best practice. This includes:

- Ensuring placements within partnerships/networks are supported by clear job descriptions.
- Overseeing overseas secondment agreements.

- Agreeing clear work priorities aligned with partnership priorities.
- Ensuring access to appropriate language learning and orientation.
- Conducting regular reviews and other aspects of line management in line with BMS policies and best practice, including leave approval and training support.
- Reviewing and approving prayer letters, newsletters, reports, and other regular communications.
- Supporting risk assessments and the development and updating of sensitivity guidelines and contingency plans.
- Facilitating conflict resolution and effective team working.
- Liaising with sending churches as required.
- Supporting home assignment scheduling and end-of-service processes.

Responsibilities related to BMS Partners

- Oversee the strategic development and management of assigned partnerships.
- Serve as the primary point of engagement and communication between BMS and partner organisations.
- Develop clear and coherent partnership strategies and Partnership Agreements with each partner, including identifying programmes and roles that may receive BMS funding and/or personnel support.
- Strengthen partner capacity in collaboration with the Head of Programme and the Capacity Strengthening and Cross-Cutting Themes Team.
- Support partners in developing organisational capacity, including accessing funding opportunities beyond BMS.
- Oversee the annual budgeting process for partner grants.
- Participate in the appraisal of proposed partner grants.
- Be accountable for all stages of grant management, including grant notifications, activity and financial reporting, and ensuring appropriate use of funds.
- Ensure all partnership work demonstrates impact, effective monitoring, evaluation and learning, and alignment with BMS strategies.
- Ensure appropriate reporting is received and used for learning, accountability, communication, and strategic adaptation within BMS, in collaboration with the relevant Head of Programme.
- Oversee the filing and maintenance of all partnership documentation.
- Facilitate occasional visits of BMS partners to BMS meetings and events.
- Visit partners and network meetings at agreed intervals in consultation with the line manager.

OTHER DUTIES

- Be available, when required, to support the BMS Crisis Management Team, including participation in the shared 24-hour emergency phone rota and emergency response coordination.
- Contribute, alongside colleagues across DWM and wider BMS teams, to the planning and delivery of BMS events such as Expect (or similar future events), involving staff, mission personnel, partner representatives, Trustees, and others.
- Represent BMS at external events and meetings as required.
- Participate in learning and development opportunities agreed with the line manager.
- Undertake any other duties that may reasonably be required by the line manager.
- Work and line manage in accordance with BMS policies and procedures.
- Demonstrate BMS core values of bringing our best, walking humbly, and embracing change.

Cross cutting responsibilities

Seek to ensure that BMS cross-cutting priorities (such as gender justice and creation stewardship)

are appropriately integrated into partnership and wider work for which responsibility is held.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Proven organisational skills.
- Strong numerical skills and proficiency in Excel and Microsoft Office Suite.
- Ability to work both independently and collaboratively within a team.
- Maturity and self-awareness.
- Strong listening and interpersonal skills.
- Understanding of the role and value of overseas mission.
- Understanding of relief and development work within the context of integral mission.
- Personal commitment to Jesus Christ.
- Experience in grant management and funding applications.
- Degree-level qualification, or equivalent higher education qualification, in a relevant field.
- Ability and willingness to travel to visit partners and Mission Workers in countries covered by the role.
- Experience in personnel management.

Desirable

- Qualification in international development.
- Presentation and facilitation skills.
- Personal experience of overseas mission work.
- Ability to speak and write French.

PERSONAL QUALITIES

Essential

- A mature, faithful, and professional approach to work and relationships.
- High levels of integrity and commitment to excellence.
- Ability to handle confidential matters appropriately.
- Demonstrable servant leadership qualities.
- Ability to work relationally and collaboratively.
- Self-awareness, resilience, and comfort with vulnerability.
- Creative, adaptable, proactive, and comfortable managing risk and change.
- Commitment to ongoing professional and personal development.
- Comfortable expressing values inspired by Jesus Christ.
- Personal values aligned with the mission, values, and goals of BMS.

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.

APPROVED BY LINE MANAGER:

Date: 11/5/2026



REVIEWED BY DIRECTOR:

Date: