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:	Global Team Administrator
RESPONSIBLE TO:	Global Team Lead Administrator
DEPARTMENT:	Department for World Mission
INTERNAL RELATIONSHIPS:	Team Leads and Heads of Programme in the Department for World Mission, mission personnel, members of the People and Culture Department, Intercultural Learning and Collaboration Department; liaison with Finance and Operations Department and Communications and Fundraising Department
EXTERNAL RELATIONSHIPS:	Partner organisation contacts, travel agencies
LOCATION/TRAVEL TO:	BMS Didcot / Hybrid
JOB TYPE/HOURS:	Part-time (28 hours per week), two-year fixed term

JOB OVERVIEW

This role provides essential administrative and organisational support to Team Leads and Heads of Programme in the Department for World Mission.

This role is a vital member of the department, communicating effectively and working closely with a wide range of people across the team, with sensitivity to diverse cultures and perspectives. This includes communication with overseas partner organisations and supporting the wellbeing of our personnel while they are working overseas through effective administration skills.

Additionally, this role works collaboratively to improve processes, accurately recording and maintaining information within the team, and facilitates the department's efforts to make a positive impact in the world.

ROLE AND RESPONSIBILITIES

1. PERSONNEL

- Support the Team Leads and Heads of Programme in the Department for World Mission in practical matters relating to the wellbeing of personnel, eg admin support for arrangements for events when required, correspondence, risk assessments, job descriptions and secondment agreements

2. PARTNERS

- Support Team Leads and Heads of Programme in the Department for World Mission in practical matters relating to overseas partner organisations, including partner agreements, budgets, visit plans and correspondence

3. RECORD KEEPING

- Accurately maintain, record and file information relating to the department, advising others on processes where required
- Carry out data cleansing and file preparation for migration of departmental documents onto a Partner Management System and those held within the department's SharePoint file area
- Act as the system owner for the document section on the Partner Management System with responsibility for the application of the file retention schedule, record transfer to Angus library archives and regular data cleansing.
- Undertake physical preparation, sensitivity review, cataloguing and transfer of department for World Mission records to the BMS archives at Angus library
- Ensure sensitivity guidelines and contingency plans are regularly reviewed by Team Leads and Heads of Programme in the Department for World Mission and adhered to in all administration matters

4. OVERSEAS SUPPORT

- Give support with visa applications and emergency flight booking for overseas travel of designated Team Leads and Heads of Programme in the Department for World Mission and other staff when necessary
- Provide specific support to the Team Leads and Heads of Programme in the Department for World Mission while travelling overseas, in particular managing correspondence

5. LIAISING WITH OTHERS INTERNALLY WITHIN BMS

- On behalf of the Team Leads and Heads of Programme in the Department for World Mission, liaise with others as necessary both within the Department for World Mission and also with those from other departments on specific tasks

6. GENERAL ADMINISTRATION

- Provide general administrative support across the department such as maintaining the department calendar, booking and setting up meetings, meeting note taking, providing hospitality to visitors, managing rotas and supporting the planning of department away days
- Provide administrative support for the Crisis Management Team (CMT) as required
- Participating in organisation wide working groups, as and when nominated
- Work in accordance with BMS policies, values and procedures

7. OTHER DUTIES

- Such other duties as your line manager may from time to time consider necessary and suitable
- Specific learning and development opportunities as agreed with your line manager
- Specific learning and development opportunities that support organisational development
- Participate in the spiritual life and activities of the organisation
- 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

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Proven administrative skills
Highly competent with Microsoft 365
Ability to manage and prioritise time effectively
Highly organised with attention to detail
Ability to communicate effectively and sensitively with Christian workers in diverse cultural and religious contexts

Preferred

Experience of mission in an overseas or cross-cultural context
Experience of using systems such as an HR information system (HRIS) or a grant management system

PERSONAL QUALITIES

Essential

Understanding of the role and value of overseas mission
Calm under pressure
Professional with the ability to work collaboratively across diverse teams
Take confidentiality seriously and appropriately
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