



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:	Church and Community Mobilisation Lead (Maternity Cover)
RESPONSIBLE TO:	Head of Programme - Hope for the World
DEPARTMENT:	Department of World Mission
INTERNAL RELATIONSHIPS:	All BMS teams in & beyond the UK, Mission Workers / International Mission Workers, Programmatic team members, Directors, BMS Council
EXTERNAL RELATIONSHIPS:	Partner organisations and Supported Partner Workers (as appropriate), Church & Community Mobilisation networks
LOCATION/TRAVEL TO:	UK, hybrid with regular travel to the BMS office in Didcot. Regular international travel and participation in BMS events. Occasional multi-day department/organisation meetings or events.
JOB TYPE/HOURS:	Full time, 12 months (we may consider part-time applicants too at a minimum of 60%)
GRADE:	4

JOB OVERVIEW

BMS has been gradually growing Church and Community Mobilisation as a strategic priority for the last two years. In consultation with the Head of Programme (HoP) and Director for Mission (DM), this role will be responsible for ensuring a continued high quality implementation of the CCM strategy. The CCM Lead will support BMS partner organisations to ensure effective and sustainable CCM implementation, capturing learning and providing technical insight and support. The role also involves providing management and oversight of other BMS partnerships and personnel working on similar programmes.

The Lead role falls into five main areas as follows:

- Ensure the continued high quality implementation of the BMS strategy for CCM in Africa
- Developing a CCM strategy for BMS in Asia and supporting our partners with its implementation
- Be the Partner Lead to BMS partners implementing CCM and similar programmes, including supporting them in reporting, compliance, budget management and M&E
- Support the CCM Coordinator and BMS mission personnel through effective line management
- Bring specific CCM technical expertise into the wider work of BMS

ROLE AND RESPONSIBILITIES

1. CHURCH AND COMMUNITY MOBILISATION

- Oversee the BMS' Church and Community Mobilisation (CCM) strategic priority
- Work closely with the HoP and CCM Coordinator to ensure that the BMS CCM strategy for Africa is effective, and will lead to sustainable and holistic impact
- Lead the development of a CCM strategy for BMS in Asia
- Ensure partners are supported to implement consistent, high quality and effective CCM which leads to measurable holistic impact.
- Be the Partner Lead to BMS partners implementing CCM and similar programmes, including supporting them in reporting, compliance, budget management and M&E
- Work collaboratively with others on pieces of work which cut across teams and departments. For example, the integration pilot between CCM and discipleship making movements.
- Work closely with the CCM Coordinator to ensure that learning from CCM is shared across our partner organisations and is brought back into BMS UK to enhance BMS' thinking and expertise.
- Support partners engaged in community development projects to transition effectively towards CCM

2. PERSONNEL

- Responsible for the line management of the CCM Coordinator for Africa and an agreed number of mission personnel in the Hope for the World global team, in accordance with BMS policy and best practice.
- This includes:
 - Conducting periodic reviews and other aspects of line management in line with BMS policies and best practice (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
 - Home assignment schedule agreements and end of service liaison

3. RESPONSIBILITIES RELATED TO BMS PARTNERS

- 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 partnership strategy and partnership agreements with each partner, and ensure all compliance is in line with BMS policies and procedures
- Develop the partnerships in ways that strengthen organisational and programmatic capacity in collaboration with the HoP, CCM Coordinator and the Capacity Strengthening and Cross-Cutting Team.

- Oversee the annual process of preparing proposed budgets for partner grants for partners under your management
- 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 HoP.
- Oversee filing of all documentation relating to the partnership
- Visit partners/network meetings at regular intervals as agreed with HoP
- Help facilitate occasional visits of BMS partners to BMS events/meetings for those with whom partnership responsibility is held

4. 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

5. OTHER DUTIES

- To be available whenever required for the BMS Crisis Management Team, including shared responsibility within the team for 24hr emergency phone and emergency response coordination
- With others within and beyond the Department for World Mission, contribute towards the planning and implementation of BMS events involving, for example, staff, mission personnel, partner representatives, trustees etc.
- To represent BMS when required at events that BMS is invited to contribute to.
- Learning and development opportunities as agreed with your line manager
- Such other duties as your line manager may from time to time consider necessary and suitable
- Work and line manage in accordance with BMS policies and procedures

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Significant experience in CCM and its varying methodologies, particularly Tearfund's [church and community mobilisation process \(CCMP\)](#) implemented in Africa and the varying processes implemented in Asia
- Experience in CCM across different contexts and an understanding of the rationale for these adaptations and contextualised processes
- Personal experience of and understanding of overseas mission work
- Proven ability to communicate effectively with people in diverse cultural contexts
- Proven ability to communicate sensitively and clearly with organisations from diverse cultures
- Qualified to bachelor's level, or higher education equivalent, in an academic field relevant to the post
- Good 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 prioritise projects effectively in a highly challenging environment
- Excellent analytical skills
- Ability to work flexibly in a small multi-disciplinary team
- Fluency in English with excellent writing and speaking in both
- Knowledgeable and highly competent with the Microsoft Office suite

Preferred

- Competence in French
- Good IT skills including competence with programs such as SharePoint
- Previous experience in a faith-based charity
- Qualified to master's level in an academic field relevant to the post
- Knowledge of the UK Baptist family

PERSONAL QUALITIES

Essential

- Personal values align with BMS' mission, values, and goals
- Mature, self-aware, faithful, collaborative, relational and professional approach to the task and the team, but with the ability to work independently
- Highest level of integrity and standard of excellence
- Take confidentiality seriously and appropriately
- Demonstrable servant leadership qualities
- Be self-aware, be comfortable with vulnerability and remain resilient
- Gracious and forgiving of other people's and your own faults
- Be creative, adaptable, take initiative and be comfortable with risk
- Keep up to date on relevant specialism, qualification

SPECIFIC OCCUPATIONAL REQUIREMENTS

The jobholder must:

- Have the right to live and work in the UK
- Be a committed Christian, fully in sympathy with the BMS vision statement

SAFEGUARDING:

An enhanced DBS check is required