



**Wycliffe  
Bible  
Translators**

# ***Senegal Centre Manager***

***Would suit:*** A practical person with a passion for mission and experience of facilities management.

***Salary:*** £15,000-£60,000 in personal support (Please note we don't pay salaries to our Wycliffe members. Our members raise financial and prayer support for their work from churches, friends and grant making trusts.)

***Location:*** Senegal.

***Hours:*** Full-time. Permanent.

***Closing date:*** Ongoing

***How to apply:*** See [below](#).

## ***Job description***

### ***Welcome from our Executive Director, James Poole***

**Wycliffe Bible Translators is a dynamic organisation with a big vision – a world where everyone can know Jesus through the Bible.**

1 in 5 people worldwide still don't have a Bible in their language. That's 1.5 billion people who are still waiting.

So we serve local partners worldwide as they bring God's word to their communities in the language which speaks to them best. Established in 1953, we continue to work urgently for the long-term. As a result, today more people than ever before have access to Scripture in their language.

The work of Bible translation is accelerating, with a Bible translation being completed every month, a New Testament being finished every week, and translation work

starting in a new language at the rate of one every day! Our focus on training and equipping local translators, as well as the impact of cutting-edge technological developments, means that within the next 15 years we could see 95% of people having the Bible in their language (currently 80%) and 99% of people having the New Testament (currently 90%).

So if you would like to join an energetic and growing organisation and to use your knowledge and skills in work that has meaning, please read on to discover more. We would love to hear from you.



*James*

**James Poole**  
Executive Director, Wycliffe Bible Translators

### ***Key responsibilities***

- Develop plans for housing, office and maintenance priorities, operational procedures, security, expenditures, etc.
- Coordinate centre services personnel and make staffing recommendations.
- Supervise purchases of materials and supplies.
- Supervise/carry out maintenance of buildings, vehicles and equipment.
- Coordinate construction projects involving third party contractors.
- Circulate information regarding operation of facilities, vehicles and equipment and maintain records of usage.
- Handle correspondence related to centre services and operations.
- Assist in planning and execution of logistical arrangements for workshops, seminars and conferences.
- Circulate information regarding special events, activities, opportunities or work in progress.
- Develop and maintain good relationships with staff, officials and visitors.

### ***Person specification***

<b>Experience and knowledge of:</b>	<b>Essential</b>	<b>Desirable</b>
Facilities management		✓
Personal experience of cross-cultural mission		✓

<b>Skills:</b>		
Adequate French language skills for use in a professional setting	✓	
High degree of personal organisation and self-management, with the ability to prioritise, multitask and work to deadlines.	✓	
Self-starter, able to use own initiative and work independently, but also as part of a diverse team.		✓
<b>General:</b>		
Be a committed Christian who is passionate about Jesus. (It is an occupational requirement that the post holder has a clear, personal commitment to the beliefs set out in our <u>Statement of Faith</u> .) See below: <u>Applying your Christian faith</u>	✓	
Able to work outside normal work hours as and when required.	✓	
Citizenship or permanent residency in the UK or Ireland	✓	
Excellent verbal and written communications.	✓	
Professional manner with the ability to develop good working relationships internally and externally.	✓	
Willing and able to travel as required by the role.		✓

## ***Data protection***

A basic DBS Check may be requested in the event of a successful application. We take your privacy seriously and will not give your data to any other organisation for their own purposes. For more information on our privacy policy see [wycliffe.org.uk/privacy](http://wycliffe.org.uk/privacy).

## ***Applying your Christian faith***

Wycliffe Bible Translators has distinctively Christian strategic goals and operates with distinctively Christian values, motivated by our shared spiritual concern for people to know Jesus through the Bible. As such, this role has a necessary

occupational requirement (as per the Equality Act 2010) that the post holder has a clear, personal commitment to the beliefs set out in our [Statement of Faith](#).

We will actively encourage and expect you to apply your Christian faith to this role. This includes:

- Participating in prayer meetings
- Committing to pray for the work associated with this role, your direct reports and closest colleagues
- Working in such a way so as to reflect biblical principles of leadership and service
- Applying biblical principles of godly stewardship to operational responsibilities
- To be open and obedient to God's voice and direction in relation to any strategic matter and to always seek his will above all else.

## ***How to apply***

To apply, email [join@wycliffe.org.uk](mailto:join@wycliffe.org.uk) for more information.

## ***About Wycliffe Bible Translators***

1 in 5 people worldwide are still waiting for the Bible to be translated into the language they understand best. That's 1.5 billion people!

We are working to create a world where everyone can know Jesus through the Bible. We serve local partners worldwide as they bring God's word to their communities in the languages that speak to them best.

Find out more at [wycliffe.org.uk](http://wycliffe.org.uk) and [wycliffe.org.uk/play-your-part/join/join-faqs-and-support](http://wycliffe.org.uk/play-your-part/join/join-faqs-and-support)