



**OMF International UK**  
Lead Serve Asia Coordinator

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# Recruitment Pack





## ***Are you excited about seeing Christians in the UK and Ireland engage in world mission? Do you have a passion to equip and disciple others to serve God in short-term mission reaching out to East Asia?***

As Lead Serve Asia Coordinator, you will be giving oversight to team developing and delivering high quality placements for Serve Asia, our short-term mission programme.

The Lead Serve Asia Coordinator will need experience of short-term cross-cultural mission, good administrative and interpersonal skills and a deep commitment to world mission and an ability to pass that passion on to others.

### ***Who are OMF?***

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 150 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: [omf.org/uk/about-us/our-story/](https://omf.org/uk/about-us/our-story/)



# Job Description

## Lead Serve Asia Coordinator

<b>Responsible to:</b>	Assistant Director for Mobilisation
<b>Terms:</b>	Full time (35 hours per week)
<b>Location:</b>	National Office
<b>Salary:</b>	£27,000-£30,000 per annum commensurate with experience

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### *Main Duties and Responsibilities*

#### **Strategic Work**

- Work with the Assistant Director for Mobilisation in planning and developing the scope and direction of the UK and Ireland Serve Asia programme.
- Assist the Assistant Director for Mobilisation in evaluating the effectiveness of the programme.
- Work with Area Representatives to optimise the mobilisation experience of the Serve Asia programme.

#### **Serve Asia Team Management**

- Manage and support all members of the Serve Asia Team (e.g. Serve Asia Coordinator, Alumni Coordinator, volunteers) to facilitate the selection, recruitment, equipping, debriefing and follow up of Serve Asia Workers.
- Work with Assistant Director for Mobilisation to recruit and select Serve Asia Mission Interns, journey with them through their internship by supporting and encouraging them in their discipleship program and their development of understanding of cross-cultural mission, manage their work time and Serve Asia placement.
- Develop and manage GDPR and OMF systems necessary for Serve Asia placements.
- Prepare the annual budget for the Serve Asia Team and monitor expenditure.
- Ensure the Serve Asia programme complies with Travel Package regulations.

#### **Serve Asia Program Management**

##### **Planning and recruitment**

- Work with the Area Representatives to recruit and prepare Serve Asia workers. Enable the Area Representative to develop the relationship with Serve Asia workers in their Area as the Serve Asia worker goes through the Serve Asia process.
- In consultation with Field Serve Asia Coordinators and Area Representatives, plan and develop placements both in response to strategic needs of fields and the interests and giftings of applicants.
- Ensure each Serve Asia worker has a balanced programme including a budget.

##### **Selection**

- Delegate interviewing to Area Representatives or Bridge Asia mentors located near the applicant.
- Process applicants through the Serve Asia application process and DBS screening.
- Screen the applicants taking in to account their applications, references and interview reports.
- Ensure appropriate medical screening takes place for Serve Asia applicants.

##### **Pre-field training and orientation**

- Facilitate the planning and delivery of orientation training.

- Present Biblical and Christian mission material to prepare Serve Asia workers for their placements.
- Ensure all Serve Asia workers are well briefed.

### **On-Field Experience**

- Pray for and follow communications from Serve Asia workers during their placement.
- Be available to Field Serve Asia Coordinators and other field members hosting Serve Asia workers to deal with emergencies and other issues as they arise.
- Be available to participate in or lead Serve Asia teams in East Asia.
- Be available to attend the Serve Asia consultations in East Asia.

### **Debriefing**

- Facilitate the planning and delivery of the debriefing events for Serve Asia workers.
- Present Biblical and Christian mission material to help Serve Asia workers reflect on their placements.
- Ensure that each Serve Asia worker is appropriately debriefed.
- Present biblical and Christian mission material.
- Coordinate the follow up for any concerns highlighted at debrief.

### **Serve Asia Alumni**

- Encourage alumni to network with one another through events, Facebook etc.
- Record key information (phone, email, letter, and meeting) as appropriate within OMF personnel systems.

### **Discipleship and Training**

- Write appropriate Christian mission discipleship and orientation/debriefing materials for Serve Asia workers.
- Work with Area Representatives on ways to develop the NextGen events.
- Implement and review the six month Serve Asia Alumni follow-up programme.
- Journey with the Serve Asia alumni in conjunction with Area Representatives, the Alumni Coordinator and Bridge Asia volunteers to encourage their continuing and deepening involvement in world mission through one of the six ways of mission (learn, pray, inspire, go, welcome and send) and to identify opportunities to serve as part of a volunteer through the Bridge Asia program or an Area Ministry Team, further Serve Asia placements or long term involvement in whatever way is appropriate.

### **Communication and Mobilisation**

- Work with Communications department to see the Serve Asia programme effectively promoted through Billions, other printed material, the UK web site and other social media.
- Assist with Area Representative mobilisation events to promote the Serve Asia programme.

### ***Other Responsibilities***

- Represent OMF UK at the Global Connections Short Term Forum and other relevant inter-agency groups.
- Assist the Assistant Director for Mobilisation to explore opportunities to partner with other agencies and church networks to deliver short-term mission team initiatives.
- Attend training opportunities and conferences to grow personally and be equipped better for the role.
- Participate in daily office prayers and devotions and lead regularly.
- Any other duties as assigned by the Assistant Director for Mobilisation.

# Person Specification

## Lead Serve Asia Coordinator

	<i>Essential</i>	<i>Desirable</i>
<i>Education</i>	3 'A' levels or equivalent	University or College Degree/Diploma
<i>Work experience</i>	<p>Experience of short-term cross-cultural mission</p> <p>Administrative work</p> <p>Experience of encouraging others in their discipleship journey</p>	<p>Leadership of short-term mission teams</p> <p>Christian ministry experience (voluntary or otherwise)</p> <p>Experience of volunteer screening and development</p>
<i>Abilities</i>	<p>Strong administrative skills and workload prioritisation</p> <p>Competent in the use of Microsoft Office 365 Suite</p> <p>Experience of writing discipleship and training material</p> <p>Good grasp of teamwork</p> <p>Good relational/ interpersonal skills with a wide variety of people</p> <p>Good communication skills including verbal, written and through social media</p> <p>Project administration: collating research and proposals, team coordination, delivery to agreed timescales, keeping to budget</p> <p>Competent in leading and managing others</p> <p>Good understanding of UK Christian context (especially the under-35s) and cross-cultural mission</p> <p>Presentation skills, comfortable presenting in multiple settings and formats</p> <p>Ability to stay calm under pressure</p> <p>Ability to maintain confidentiality</p> <p>Ability to delegate</p>	<p>Effective at engaging with young people and/or students and prompting them to action</p> <p>Comfortable in a broad range of church traditions</p> <p>Excellent communication skills; confidence in public speaking</p> <p>Experience of workplace budgeting</p> <p>Holds a current driver's licence</p> <p>Coach/mentor experience</p> <p>Ability to relate to all ages</p>

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<i>Motivation</i>	<p>Committed Christian</p> <p>Deep commitment to world mission and a desire to pass this on to others</p> <p>Passionate about journeying with people to find their place in world mission</p> <p>Supportive of OMF's mission and objectives</p>	<p>Experience of and/or interest in mission in East Asia</p> <p>Demonstrable interest or learning in the cross-cultural space</p>
<i>Personality</i>	<p>Conscientious about administration and able to work at a detailed level</p> <p>Teachable, willing to learn from anyone</p> <p>Able to work independently and in a team</p> <p>Self-starter: able to initiate and lead projects and co-ordinate others' involvement</p> <p>Flexible and adaptable</p>	<p>Able to get alongside people, encourage them and help them to grow.</p>
<i>Circumstances</i>	<p>Able to be physically present in the OMF UK national office a number of days each week (to be agreed in alignment with organisational working policy). This is currently in Borough Green, Kent with a relocation to Manchester between Summer 2025 and the end of 2026.</p> <p>Able to undertake occasional brief UK and international trips including to East Asia</p> <p>Eligible to work in the UK.</p>	

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# Your Application

To apply for this role, please send your CV and a supporting statement to [uk.humanresources@omfmail.com](mailto:uk.humanresources@omfmail.com)

Please demonstrate in the supporting statement how you meet the criteria listed in the Person Specification, detailing your experience, skills/ abilities (giving examples where possible), which are relevant for this role.

**Closing date: Monday 16 September 10am**

## ***Terms of Appointment***

- There is a Genuine Occupational Requirement for the job holder of this position to be a committed Christian.
- Salary £27,000-£30,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of probationary period and backdated to start date.
- Paid annual leave entitlement of 25 days (increasing to 27 days after 5 years) in addition to public holidays.
- This role is based at our National Office (with some hybrid and flexible working possible after successful completion of your probation period). The National Office is currently located in Borough Green, Kent with a relocation to Manchester between Summer 2025 and the end of 2026.
- Applicants must be eligible to work in the UK.