

Post	People in Mission Administrator
Responsible to	People and Learning Director
Team	People and Learning
Proposed grade	D
Contract	Permanent
Hours	3.5 days per week (24.5 hours)

The organisation you'll be joining

Jesus spent much of his time with people at the edges, and that's where we want to be too. Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Welcome to Church Mission Society, where we are passionate about God's mission and fired up to see more and more people become followers of Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, CMS people are called by God to help bring change, hope and freedom, wherever they go.

Today CMS supports 150 mission partners and local partners who are working in more than 40 countries, where they are dedicated to serving local communities and transforming lives through the love of Jesus. From women's empowerment, micro farming initiatives and leadership training, to drug rehabilitation, theological training and pioneering in the arts, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

Recently, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. If you join CMS today you will find an organisation that has been reinvigorated with a fresh vision to join with our global family to make disciples of Jesus among people at the edges, both in the UK and around the world.

Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.



Our vision

We long to see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

We are looking for a proactive administrator who can support the functions that serve our people in mission working internationally. This includes supporting UK and international HR/personnel activities, recruitment, selection, training and safeguarding administration of people in mission including some PA support for the people and learning director.

Your relationships

- The role will report to the people and learning director
- The role works closely with members of the People and Learning Group, in particular the mission personnel leads (including vocational recruitment lead), the safeguarding manager and the mission learning manager. The role also relates to the people and learning and mission team administrators, providing cover for the former when required.
- Wider CMS: we expect that given the nature of the role, you will interact with a good number of staff in various teams.

Your responsibilities

Support for Mission Personnel Leads (65%)

- Ensure the mission personnel database remains up-to-date, checking regularly for gaps or inaccuracies, along with maintaining/ archiving paper and electronic files. When capacity allows, conduct an audit of information on the database/ files and assist the personnel leads to bring it up to date.
- Check the mission personnel database on a fortnightly basis and establish which mission partners are due for UK leave.
- Act as a point of contact for people in mission administrative queries.
- Keep track of mission partners' arrival from and return overseas and provide relevant expense forms and other information.
- Arrange people in mission visits to the office, to include providing lunch and assisting with childcare as required.
- Input expenses of people in mission.



- Update Moodle (an online learning/resource platform) and other databases and documents as required.
- Support the team when mission partners are in the UK or end their service, providing and signposting resources where required.
- Perform administration of biannual people in mission conferences/gatherings.
- Perform administration for annual pay review.

Support for Vocational Recruitment and Training (15%)

- Update job descriptions and upload vacancies to job sites including CMS jobs, Oscar jobs, Christian Vocations, etc.
- Update and maintain vocational recruitment database and spreadsheet and ThankQ database.
- Schedule vocational recruitment meetings, provide briefing materials and take notes of meetings.
- Do archiving, maintenance and deletion of records as required.
- Respond to initial enquirer emails when vocational recruitment lead is absent.
- Update and maintain all recruitment and selection documentation.
- Perform administration of recruitment events, including bookings, transport, accommodation and expenses.
- Assist at occasional recruitment events as required and follow-up resulting enquiries from all events.
- Perform administration for ForMission (biannual training fortnight for newly recruited people in mission), including programme, bookings, accommodation and expenses.

Support for Safeguarding (10%)

- Maintain administrative systems and processes for safeguarding relating to people in mission.
- Perform safeguarding checks for people in mission.
- Maintain up-to-date records of people in mission safeguarding checks and training on the database.
- Support safeguarding manager and personnel leads to ensure people in mission remain up-to-date with safeguarding checks and training.

Team administrative support (10%)

- Support the people and learning director by: coordinating the monthly staff gathering; taking minutes at the quarterly trustee's Governance Committee meeting; and coordinating the quarterly submission and review of people and Learning reports.
- Arrange and make notes of relevant team meetings to ensure effective coordination of meetings and diaries and the smooth administration of the team.
- Arrange international travel and itineraries for the People and Learning team and people in mission, when necessary, and ensure travel procedures are



followed. Make necessary information available to the emergency duty officer and crisis mailbox as needed.

- Perform administration in support of team projects.

Other

- Act as convener for the Crisis Management Team when required.
- Provide reception cover as needed including sickness, lunch breaks and annual leave. When at reception, the post holder is responsible for ensuring an effective reception service for both internal and external users, including dealing with regular phone calls and facilities tasks to assist with the smooth running of the building, including dealing with outgoing post.
- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any assignments, projects and representational work commensurate to the role as required by the people and learning director.



Person specification

People in Mission Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good level of education, particularly Maths and English	<ul style="list-style-type: none">• Further qualifications in administration and office management
Experience	<ul style="list-style-type: none">• At least one to two years' administrative experience• Data entry experience• Ability to work with sensitive information	<ul style="list-style-type: none">• Cross-cultural experience• Organising events
Skills and abilities	<ul style="list-style-type: none">• Excellent working knowledge of Microsoft Office programmes• MS Outlook diary management• Excellent organising skills and ability to multi-task• Efficient administration including time management and prioritisation• Fast, accurate keyboard skills and excellent attention to detail• Able to enter data quickly and accurately• Excellent literacy and numeracy• Accurate minute taking and action points• Friendly, clear and polite telephone manner	<ul style="list-style-type: none">• Working with variety of IT systems and databases
Knowledge and understanding	<ul style="list-style-type: none">• Data protection and confidentiality	<ul style="list-style-type: none">• Work in charity and/or faith-based sector



	<ul style="list-style-type: none">• Knowledge of efficient administrative procedures	<ul style="list-style-type: none">• Understanding of budgets and how to monitor them• A broad knowledge and understanding of the overall international mission context
Disposition	<ul style="list-style-type: none">• Team player and with the ability to use initiative, work under pressure and to work alone in the absence of team members• Excellent interpersonal skills and the ability to relate to a diversity of people• A proactive approach to work• Confident• Reliable• Trustworthy with confidential information	<ul style="list-style-type: none">•
Other	<ul style="list-style-type: none">• In sympathy with the values and aims of CMS• Able to work away from the office to support the team at two to three conferences/ events per year (up to six to eight overnight stays per year).	



Terms and conditions

People in Mission Administrator

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of three months.
2. **Salary:** The post is within Grade D of the CMS salary scales; starting at £19,239 a year (£27,485 full time equivalent). Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min 3 per cent) up to an additional 5 per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to 40 per cent of your contracted time per week.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.