

Our Vision - 'All for Jesus'

World Mission Assistant - Job Description

Job Title: World Mission Assistant
Contract: Permanent
Band: Band 4
Salary: £18540-£20400 (prorated from £30,900-£34,000 inclusive of £6,745 London Living Allowance)
Location: In and around All Souls Parish
Hours: 3 days a week (*to include Mondays, occasionally working on Sundays*)
Department: Administration
Reports to: World Mission Minister
Annual Leave: 20 days (pro rata from 25 days plus bank holidays)

Job Summary

As the World Mission Assistant, you will sit within the Admin Team and provide direct support to the World Mission Minister. You must be:

- Confident to offer a broad range of administrative and practical support
- Flexible in their approach as the tasks required will change from week to week
- Able to respond quickly to queries while maintaining a professional and compassionate approach
- Willing to attend weekly staff prayer and fellowship groups

Details of the Role

The job requires a broad range of administrative tasks to be undertaken in support of the World Mission Minister. This may include, but is not limited to:

- Assisting in providing a quick and considerate response to email queries, adapting communication style to suit different audiences including the staff team, volunteers, Mission Partners and external organisations
- Coordinating prayer support for Mission Partners, to include updating rotas, forwarding and passing on summarised prayer requests for Mission Partners and others as required and acting as a liaison between Mission Partners and the church family.
- Facilitating Mission Partner interviews and regular review meetings, to include scheduling, providing required documentation, follow up correspondence and record keeping.
- Assisting with the administration of gifts from the World Mission Fund, to include replying to enquiries, correspondence with Mission Partners and projects, liaison with the finance team and record keeping.

- Planning, delivery and follow up of World Mission Sundays, monthly Global Prayer meetings and training events.
- Assisting with nurturing good supportive relationships and communication with the people and projects that we support financially.
- Acting as Secretary for the World Mission Committee. Prepare written World Mission reports, take minutes and assist with follow up as required.
- Providing support to short term teams travelling from All Souls and for World Mission visitors to All Souls, to include making or advising on travel arrangements and reviewing processes and requirements for short term teams.

Person Specification

- Graduate or equivalent relevant work experience and knowledge (Desirable)
- Excellent administrative skills
- Excellent overall IT and computer skills including Google Sheets, Google Docs and Gmail or equivalent software
- Excellent interpersonal skills with the ability to communicate effectively both orally and in writing to people from a variety of cultural backgrounds
- Ability to take responsibility for projects and problem solve effectively
- A committed Christian in sympathy with the evangelical stance and mission of All Souls.
- Willing to join All Souls Church as your regular place of worship (Desirable)
- A hard worker with a servant-heart
- A flexible team player and someone who can work independently as needed
- Ability to work in a team/alongside others while demonstrating Christian principles and behaviours

All Souls Today

In the heart of London's West End, All Souls is a conservative evangelical Anglican church with a large and diverse congregation. We seek to use our rich inheritance, our exciting location and our diverse membership to cooperate with God in the extension of His Kingdom. This is reflected in our church vision: growing an international community to reach a multicultural society for Christ.

All Souls welcomes a total of over 1,500 people to its morning and evening services each Sunday, with a core membership of around 1,200. This membership is made up of around 60 nationalities and, whilst a significant group would be in their 20's and 30's, we have a wide spread across all age ranges, including active student, children, youth and families work.

Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation. Within a three year period, perhaps as many as 70% of the congregation will have moved on. We see this as a great opportunity, as people go from All Souls to many parts of the world. However, it also presents challenges in both building teams of people equipped to serve the church body and caring well for people pastorally.

World Mission at All Souls

Our aim for world mission is that every Christian at All Souls recognises that our God is a missionary God and sees engagement in world mission as an integral part of what it means to belong to the body of Christ. Our approach to

World Mission is founded on the Bible and motivated by God's love. As a church we affirm our biblical and theological commitment to holistic mission, knowing that all of these must be integrated around the Lordship of Christ and the centrality of the biblical gospel. This provides the framework for the thinking and planning of our World Mission activities. Recognising that we are part of the interdependent global Church, we seek to listen to and learn from, as well as to serve and partner with, Christian believers in many parts of the world.

With a church membership made up of over 60 nationalities and links to people, Churches and projects in many parts of the world, global mission is central to All Souls life. We support over 30 Mission Partners (missionaries sent from the church family) working in a variety of contexts and ministries worldwide, as well as a number of mission workers, partner organisations and projects. We pray for them regularly on Sundays, at our Prayer Gatherings and in our Life Groups.

Over the years we have also developed a strong short-term mission programme, 'Global Vision', sending teams each to partner with Churches and projects in different parts of the world.

For further information about the whole range of All Souls activities and the staff team, please refer to our website: www.allsouls.org

