

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.

MISSION STATEMENT: BMS World Mission mobilises people, resources and skills across the Global Church to share the good news of Jesus and practical hope where they're needed most.

JOB DESCRIPTION

JOB TITLE:	Relief Lead
RESPONSIBLE TO:	Head of Programme (HoP) – Capacity Strengthening and Cross-cutting Team, within the Department of Intercultural Learning and Collaboration.
DEPARTMENT:	Intercultural Learning and Collaboration
INTERNAL RELATIONSHIPS:	All BMS teams, Mission Workers, Programmatic team members, Directors, BMS Trustees, BMS Council
EXTERNAL RELATIONSHIPS:	BMS Partner organisations, Hubs, and Networks, Supported Partner Workers, UK churches. Humanitarian networks (as needed)
LOCATION/TRAVEL TO:	<i>Remote – Asia (specific location to be confirmed in discussion). Access to an international airport with good connections is vital, as is the ability to obtain a wide range of visa's to enable work related travel,</i> <i>Travel to BMS Partners with Relief grants, international travel and participation in BMS events as required.</i>
JOB TYPE/HOURS:	Full-time, permanent
GRADE:	4

JOB OVERVIEW

The Relief Lead is a member of the Capacity Strengthening and Cross Cutting Team within the Department for Intercultural Learning and Collaboration. They will contribute significantly to the oversight and implementation of BMS' Relief work in crisis response, and disaster risk reduction working closely with global partners and networks to support the response to a range of situations, including those of conflict and environmental disasters.

The Relief Lead will collaboratively shape and lead BMS' strategy in Relief work, including the operational functioning of crisis relief responses, as well as capacity-strengthening in disaster risk reduction work for partners/networks/hubs.

The Relief Lead role falls into three main areas:

- Oversee the use of Relief funds for crisis response situations
- Provide expert support to BMS Partners and personnel who are involved in a range of relief responses and disaster preparedness work
- Strengthen and maintain relationships with BMS partners, hubs and networks who are normally involved in crisis response and preparedness work
- Support those BMS works with to enhance capacity in the area of relief and disaster preparedness.

ROLE AND RESPONSIBILITIES

1. LEAD IN THE OPERATIONAL DEVELOPMENT AND IMPLEMENTATION OF BMS' RELIEF WORK.

- Oversee the management of the BMS relief fund and grants.
- Support partners with programme design for emergency phase responses and recovery phase responses (including livelihoods, shelter, WASH and medical). Ensure responses include appropriate monitoring, evaluation and learning and handle report queries and concerns as appropriate.
- Assist with communication, due diligence and capacity strengthening for partner organisations within crisis situations.
- Provide advice, expertise and updates to all stakeholders including BMS staff regarding ongoing relief responses.
- Offer expert support to BMS' humanitarian work (in any programme)
- Oversee the provision of surge capacity. Ensure the provision (when requested) of surge capacity alongside partners in the immediate weeks following a significant disaster in which a BMS response has been agreed.
- Support preparedness training for partners in countries prone to repeat disasters.
- Contribute towards the delivery of the BMS Relief targets within the Kaplan Norton framework. Work with the HoP to review KIN framework targets and adjust as necessary in consultation with the appropriate partner(s)/network.
- Represent BMS within larger humanitarian response networks.

2. DEVELOP & GUIDE CAPACITY-DEVELOPMENT IN DISASTER RISK REDUCTION WITH THOSE BMS WORKS WITH (PARTNERS, HUBS, NETWORKS).

- Collaboratively develop strategic priorities and workplan
- Catalyse and support training for partners in countries prone to repeat disasters.
- Support implementation strategies of BMS Collaborators

3. CRISIS RESPONSE PARTICIPATION IN NETWORKS

- Provide support as needed to BMS' participation in networks that engage in crisis response: Asia-Pacific Baptist Aid, European Baptist Federation, Baptist Forum for Aid & Development (BWAid).
- Participate with other stakeholders in the Baptist Disaster Response System (BDRS).
- Support BMS' wider appropriate network collaboration in the area of relief and humanitarian support

4. CROSS-CUTTING THEMES

- Support the integration of BMS cross-cutting themes (gender justice and creation stewardship) into partnership and wider work for which responsibility is held.

5. COMMUNICATION AND FUNDRAISING

- Proactively work with the Fundraising team to identify new projects for funding (whether through appeals or trust funding).
- Working with the DeCAF on comms and fundraising when new disasters arise.
- Assisting comms team in gaining updates, prayer points, stories, quotes and visuals from partners on the ground
- Reviewing internal and external crisis response communications for accuracy and sensitivity

GENERAL ROLE AND RESPONSIBILITIES OF TEAM LEADS

These responsibilities are part of the Relief Lead's role but to a lesser extent compared to other lead roles.

1. BMS PERSONNEL

- Assist with the induction, orientation and preparation of personnel for work in a variety of contexts.
- Support and develop BMS personnel through training, advice and continual improvement in the area of relief and humanitarian response.
- Support the recruitment and management of BMS personnel relating to relief work.
- The Relief Lead may, in due course, have responsibility for the line management of a limited number of personnel, in line with BMS policies and practice.

2. BMS PARTNERS

- Work with the HoP and others within the programmatic team, and beyond, to ensure the effective management of partnerships within this area of ministry.
- Oversee the strategic development and management of partnerships and personnel for whom responsibility is held – potentially including line management of personnel in accordance with BMS policies and best practice

3. ADMINISTRATION

- Responsible for oversight and management of BMS resources and administrative function in the area of BMS relief.

4. COLLABORATION WITH COMMUNICATIONS DEPARTMENT

- Collaborate with the Department of Communications and Fundraising in relation to BMS Relief work, including but not limited to support on appropriate stories for coverage in BMS communications or funding applications.

5. OTHER DUTIES

- To be available whenever required to participate in the BMS Crisis Management Team
- With others within and beyond the Department for Intercultural Learning and Collaboration, contribute towards the planning and implementation of BMS events
- 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.
- Demonstrate BMS' core values of; bringing our best, walking humbly and embracing change

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Experience and understanding of humanitarian and/or relief work.
- Understanding of / experience of cross-cultural & inter-cultural mission work.
- Proven ability to communicate effectively in diverse cultural contexts. Proven ability to communicate sensitively and clearly with organisations from diverse cultures.
- High level of listening skills.
- Ability to think strategically
- Proven organisational and project management skills.
- Demonstrable ability to deal sensitively and creatively with situations of tension or crisis
- Ability to work flexibly and collaboratively within a globally dispersed multi-disciplinary team.
- 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.
- Qualified to bachelor's level, or equivalent, in an academic field relevant to the post.
- Fluency in English with excellent written and verbal communication skills.
- Knowledgeable and highly competent with the Microsoft Office suite of programmes.

Preferred

- Experience with the Disaster Management Cycle.
- Experience of providing surge support within a disaster / humanitarian relief context.
- Knowledge of the UK Baptist family.
- Good IT skills (including Microsoft SharePoint and Teams).
- Previous experience in a faith-based charity.
- Qualified to master's level in an academic field relevant to the post.
- Competence in at least one language other than English.

PERSONAL QUALITIES

Essential

- Understanding of the role and value of cross-cultural & inter-cultural mission.
- Personal values align with BMS' mission, values, and goals.
- Mature, self-aware, collaborative, relational and professional approach to the task and the team.
- Ability to work independently.
- Highest level of integrity and standard of excellence.
- Take confidentiality seriously and appropriately.
- Demonstrable servant leadership qualities.
- Be comfortable with vulnerability and remain resilient.
- Gracious and forgiving of other people's and aware of 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 job-holder must be able to spend up to 8 weeks away from home each year (e.g. reviewing Partner relief projects, providing support capacity to a partner) + BMS related meetings in Didcot or elsewhere.

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement.

SAFEGUARDING:

An enhanced for child/adult regulated activity DBS check is required.

APPROVED BY LINE MANAGER: [Sam Chaise & Roger Pearce to approve]

Date:

REVIEWED BY DIRECTOR: Aniu Kevichusa / Arthur Brown

Date: 04/11/25 (by Arthur Brown)