

# CAM INTERNATIONAL

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Registered Charity No: 1153577

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## Job Description - Mission Facilitator

<b>Role Title</b>	Mission Facilitator
<b>Location</b>	Preston, with the possibility of hybrid/remote working
<b>Reports to</b>	Operations Manager
<b>Hours</b>	Full time

### Introduction

The Mission Facilitator for CAM International (CAM) will require a strong Christian commitment, a servant-hearted approach, and a passion for the advancement of the Gospel in a cross-cultural context. The role requires a sense of calling, sensitivity to God's leading, and a commitment to Christ, His people and mission among those who do not yet know Him.

### Purpose

Practically, this role exists to facilitate communication and collaboration across departments, teams, churches and partner organisations. You will act as a key bridge between stakeholders, ensuring clear information flow, effective coordination, and strong relationships. The role reports to the Operations Manager and works closely with the charity Trustees.

### Key Responsibilities

#### ***Communication & Coordination***

- Act as a central point of contact for communication across CAM departments and external partners
- Ensure information is clearly shared, understood, and appropriately recorded
- Coordinate meetings, discussions, and collaborative sessions as required.

#### ***Relationship Management***

- Work with the CAM team to build and maintain strong relationships with Trustees, staff, missionaries, churches, and partners
- Understand stakeholder needs and represent their interests appropriately
- Act as a liaison to ensure effective engagement and mutual understanding

#### ***Conflict Resolution***

- Support the resolution of issues or misunderstandings between stakeholders
- Mediate discussions where appropriate and help identify constructive solutions
- Promote a healthy, respectful, and collaborative working culture

#### ***Project & Information Support***

- Monitor progress of key projects and provide updates to relevant stakeholders
- Ensure accurate documentation and effective information sharing
- Support consistency in communication across teams and locations

#### ***Strategic Input***

- Contribute insights to organisational planning based on stakeholder engagement

- Help identify opportunities for improvement, development, and innovation

### **Promotion & Engagement**

- Work with the CAM team to monitor progress of key projects and provide updates to relevant stakeholders
- Ensure accurate documentation and effective information sharing
- Support consistency in communication across teams and locations

### **Awareness & Development**

- Stay informed about mission trends, charity best practice, and relevant regulations
- Share relevant insights to support effective decision-making across the organisation

### **Required Skills**

- Strong verbal and written communication skills
- Ability to build and maintain relationships across diverse groups
- Ability to promote CAM to current and potential supporters - individuals or churches
- Working to identify and encourage prospective missionaries
- Strong organisational and coordination abilities
- Analytical and problem-solving mindset
- Experience of negotiation and conflict resolution
- Ability to work effectively in cross-cultural and cross-functional contexts
- High attention to detail and accuracy in communication and documentation
- Flexibility and adaptability in a changing environment

### **Experience and Qualifications**

- Previous experience in a similar role, preferably within a charity context
- Understanding of project management principles
- Competence in Microsoft Office and relevant digital tools
- Experience using social media for organisational communication
- Understanding of UK Charity Commission guidance and compliance (desirable)
- Strong interpersonal skills and ability to work at all organisational levels
- Professional discretion and ability to maintain confidentiality
- Strong decision-making and problem-solving ability
- Must be a committed Christian in agreement with CAM's Statement of Faith

### **Additional Information**

- This is a full-time role with flexible working hours
- The postholder must be willing to travel within the UK and internationally, including rural and urban contexts (expenses covered)
- The CAM office is based in Preston, UK, with potential for some remote working
- Training may be provided for candidates who are otherwise suitable but lack certain experience

### **Closing Statement**

The Mission Facilitator plays a vital role in ensuring clear communication, strong relationships, and effective collaboration across CAM. This role supports the health, unity, and effectiveness of the organisation's mission by fostering understanding and connection across all areas of its work.

*This job description is a general guide and may be subject to change in line with organisational needs.*