



# OMF INTERNATIONAL UK

## Job Description

<b>Job Title/Position</b>	<b>Workplace Ministries Project Manager</b>
<b>Accountable to</b>	Director of Mobilisation & Media
<b>Normal Work Hours</b>	35 hours per week
<b>Appointment Period</b>	Indefinite, with funding secured initially for 3 years with the prospect of extension if the project is successful and subject to budget constraints.
<b>Key Relationships</b>	<p>Director of Mobilisation &amp; Media (DMM)</p> <p>OMF UK Leadership team</p> <p>OMF UK Finance Manager</p> <p>Strategic Church &amp; Business leaders in London, Manchester &amp; Glasgow</p> <p>Workplace/Marketplace workers from the UK</p> <p>OMF International Workplace/Marketplace influencers</p>
<b>Location</b>	To be agreed
<b>Requirement</b>	It is an occupational requirement for this post to filled by a committed Christian

### VISION & MISSION OF WORKPLACE/MARKETPLACE MINISTRY

To see East Asian workplaces/marketplaces shaped by the good news of Jesus Christ

To **inspire & equip** people in work from the UK & Ireland church to share Jesus Christ through their vocational skills & faith in East Asian workplaces/marketplaces.

### WORKPLACE MINISTRIES PROJECT MANAGER RESPONSIBILITIES

Area	Details
Purpose #1: To inspire through constructing purposeful networks	<p>Build networks of Church &amp; marketplace/business leaders from London, Birmingham &amp; Manchester.</p> <p>Build networks of Church, OMF &amp; marketplace/business leaders from Tokyo, Shanghai &amp; Phnom Penh</p> <p>Build networks with likeminded practitioners within OMF International in USA, Canada &amp; Singapore</p> <p>Build networks with likeminded practitioners outside OMF such as Interserve, OM, WEC, ScatterGlobal etc.</p>
Purpose #2: To inspire through constructing infrastructure	<p>Establish systems, category of relationship, training, insurance, timelines, finance etc...that are fit for purpose, flexible and accessible. These will facilitate <b>3 months onboarding</b> (The time from initial enquiry to departure for East Asia).</p>
Purpose #3: To inspire through establishing opportunities	<p>Identify, gather &amp; publicise opportunities in collaboration with networks above and other similar initiatives (Note: OMF UK is not responsible for creating jobs).</p>

## WORKPLACE MINISTRIES PROJECT MANAGER RESPONSIBILITIES

Area	Details
Purpose #4: To inspire through creating promotional material	Develop high quality, dynamic and accessible mobilizing material for workplace/marketplace ministry that takes into account audience (generation, age, theology etc..) in both digital & hard copy.
Purpose #5: To equip through constructing a UK-based orientation program	Develop a number of orientation packages that can be purchased by a prospective Workplace/Marketplace Ministry Worker prior to departure for East Asia. These may include: language introduction for target country; culture introduction to target country; OMF introduction including Vision, Mission & Values; and a 'theology of work in a cross-cultural context' course.
Purpose #6: To equip through constructing an East Asia-based orientation program	Develop a number of orientation packages that can be purchased by a prospective Workplace/Marketplace Ministry Worker when resident in East Asia. These may include: language, culture & theology of work continuation packages; and OMF (destination field specific) orientation.
Purpose #7: To strategically repeat by raising awareness through sharing stories	Create a system of cataloguing inspiring Workplace/Marketplace Ministry stories that can be used of proof of concept and continue to inspire people into Workplace/Marketplace missions.

### Other Duties

Leadership	Contribute to the governance & administration of the Mobilisation & Media team in the area of Workplace/Marketplace Ministry. Attend OMF UK Leadership Team meetings, when required, to provide Workplace/Marketplace Ministry information and updates.
Finance	Manage expenses and budget responsibly and transparently.
Support	Continue to reflect and develop Workplace/Marketplace Ministry strategy for OMF UK and advise the DMM accordingly.
Represent	Represent OMF's Christian ethos in all work activities by applying a Christian mind and attitude in all communications and interactions with people - inside & outside OMF.
Participate	Participate as appropriate during lunchtime national office prayers for the furtherance of the organisation's objectives.
Other	Undertake any other reasonable ad-hoc duties as specified by the DMM.

PERSON SPECIFICATION		
	Essential	Desirable
Exhibits godly character	<p>Committed Evangelical Christian</p> <p>Listens to God and to all parties involved in Workplace/Marketplace Ministry.</p> <p>Joyfully accepts advice from others and proactively draws on their strength and expertise.</p> <p>Committed to the OMF UK vision, mission &amp; values.</p>	<p>Church responsibility role.</p> <p>Cross cultural missions experience.</p>
Leadership skills and competencies	<p>Has proven leadership experience.</p> <p>Can communicate effectively, both verbally and in writing.</p> <p>Is self-motivated.</p> <p>Is organised &amp; strives for excellence.</p> <p>Can think strategically and help others to think strategically.</p> <p>Good networking skills.</p> <p>Evidence of being a self-starter: able to anticipate &amp; initiate projects.</p> <p>Has the flexibility to cope with change</p> <p>Good public speaking skills with the ability to produce effective &amp; inspiring presentations</p>	<p>Proven experience of developing individuals in or out of the work context.</p> <p>Experience of communicating with people for whom English is not their first language.</p>
Background and experience	<p>Has a sound theological and missiological understanding of integral/holistic mission.</p> <p>Has current workplace/marketplace experience (5 years +), and thus is familiar with the practical aspects of working in the secular world.</p> <p>Able to work independently &amp; collaboratively in a team</p> <p>Proven experience of meeting deadlines, project management and constructing similar systems as described in the seven areas above.</p> <p>Friendly &amp; courteous to colleagues &amp; others.</p>	<p>Good understanding of the UK Christian context and cross-cultural mission.</p> <p>The ability to challenge and question the status quo in an appropriate manner.</p> <p>A sense of humour.</p>

PERSON SPECIFICATION			
Areas of knowledge	Evidence of IT competence including email, Excel, and Word. Good understanding of the secular UK workplace and its characteristics	Evidence of formal business training & professional qualifications. Evidence of a nuanced understanding of geo-political realities in East Asia.	
Circumstances	Able to be physically present in the OMF UK head office, in Borough Green – a number of days each week (to be agreed). Proof of ability to work efficiently in a remote context Willing to travel to East Asia for work purposes at least once a year.		
APPROVED BY	Paul Robinson	Title	DMM
DATE	16-09-2021		