

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Team Coordinator - Global Mission Team (GMT)</b>
<b>Responsible to:</b>	<b>Director of Global Mission</b>
<b>Salary:</b>	<b>£34,000 - £38,000 depending on experience</b>
<b>Location:</b>	<b>5 Trinity Street, London SW1 1DB</b>
<b>Hours of work:</b>	<b>Full time - 35 hours per week (Office based)</b> (occasional weekend and evening work with time off in lieu, some domestic and international travel may be required)

### **About USPG**

USPG is the Anglican mission agency, founded in 1701, that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice.

### **About the Role**

USPG's Global Mission Team (GMT) engages directly with Anglican churches across 50 countries through ongoing institutional relationships as well as projects related to theological education, health care, gender justice and climate justice. The work of the GMT covers all three strategic objectives of USPG – Rethinking Mission, Energizing Church and Championing Justice – in a variety of ways including project-based partnerships, relationship building and programme management.

Reporting directly to the Director of Global Mission, this focal coordinating role within our Global Mission Team (GMT) will ensure the effective functioning of the GMT by offering:

- Administrative support to the Director
- Team-wide Coordination
- Programme Support for cross-regional initiatives

Located at the heart of the GMT this post involves working in close collaboration with other members of the team which includes four Regional Managers, two Regional Programme Coordinators and a Research and Learning Advisor. Due to the coordinating nature of this role, the post holder will need to effectively liaise with members of the Communications, Engagement and Fundraising team as well as the Finance and Operations team.

**About You**

You are a highly organized administrator with excellent team coordination skills. You are confident and creative and can offer the necessary operational, administrative and programme support that can see things through from conception to full implementation.

As a focal part of the team, you will have significant awareness and appreciation of team dynamics. You will demonstrate considerable cross-cultural awareness and are able to demonstrate both an aptitude for collaborative teamwork as well as the ability to work independently on your own initiative. It is expected that the postholder will have considerable experience of working in the Church/charity sector and a fair understanding of contemporary global challenges. Fluency in, or familiarity with, relevant project management tools/software would be an added advantage.

This is an ideal opportunity for someone with a track record of strengthening team efficiency through meticulous attention to detail, aptitude for operational oversight and demonstrated project coordination experience to exercise their gifts within the context of a global Anglican mission agency. This role involves preparing reports for management and trustees including relevant paperwork.

<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>% Time</b>
<p><b><u>Administrative Support to the Director</u></b></p> <ul style="list-style-type: none"> <li>• To support the GM Director in the preparation of all relevant papers and documents for meetings with Trustees, the Global Programmes Committee, and the Communion Wide Advisory Group (CWAG), and in the preparation of annual reports and any ad hoc papers.</li> <li>• To ensure that that the Communion Wide Advisory Group (CWAG) and USPG’s International consultation are effectively supported operationally and administratively.</li> <li>• To assist in organising the annual planning days for GMT.</li> <li>• To take responsibility for all travel arrangements of the Director.</li> <li>• To take on any other additional responsibility as requested by the Director of GMT.</li> </ul>	<b>30%</b>
<p><b><u>Team-wide Coordination</u></b></p> <p><b>Team operational support</b></p> <ul style="list-style-type: none"> <li>• To ensure that the GMT receives optimum support - including office systems, IT, facilities management, and events management.</li> <li>• To maintain the register of MOUs and ensure that review and renewal of existing MOUs are completed and stored in an effective manner.</li> <li>• To be responsible for updating and maintaining the shared drive on behalf of the team and to record relevant partner information in an up-to-date manner on Raisers Edge.</li> </ul>	<b>40%</b>

<ul style="list-style-type: none"> <li>• To be responsible for maintaining the GMT projects book.</li> <li>• To be responsible for the induction processes of all new staff in the GMT.</li> <li>• To take responsibility for the logistical arrangements for GMT events as well as related travel arrangements (visas, flights, vaccinations etc) of relevant stakeholders.</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• To assist the team in monitoring and management of the Global Mission budget.</li> <li>• To assist the Director in budget phasing and re-forecasting, in consultation with Regional Managers.</li> <li>• To assist GMT in the quarterly budget review and monitoring of progress against planned expenditure.</li> <li>• To be the principal contact of the team for auditing processes.</li> </ul> <p><b>Diary</b></p> <ul style="list-style-type: none"> <li>• To maintain the Global Mission Team annual calendar.</li> <li>• To assist the Director in scheduling and preparing the agenda for team meetings, meeting notes, decision logs and update timelines.</li> <li>• To schedule annual appraisal reviews for GMT staff.</li> <li>• To set up regular one to one meetings between the Director and the Regional Managers.</li> </ul>	
<p><b><u>Programme Support for Cross- regional Initiatives</u></b></p> <ul style="list-style-type: none"> <li>• To assist in the planning and implementation of cross-regional initiatives including the People’s Programme, Emerging Leaders Academy, Desmond Tutu Memorial Lecture and USPG’s Sabbatical Programme.</li> <li>• In consultation with Regional Managers, support the communication needs of the GMT by resourcing material for the various communications and fundraising needs of USPG (Prayer Diaries, Lent Course, Harvest Appeal etc.).</li> <li>• To provide administrative support for any theological publications projects and ensure that the communication needs for FeAST (Fellowship of Anglican Scholars of Theology) are met.</li> <li>• In general, to work actively to ensure that the organizational values of - Integrity, Creativity and Excellence, Humility, Inclusivity and Mutual Respect – are always upheld.</li> </ul>	<p><b>30%</b></p>

## Team Coordinator PERSON SPECIFICATION

This form shows which criteria are essential and which are desirable for the job. They have been marked as appropriate.

**E** = Essential criteria. The job cannot be done without them

**D** = Desirable criteria. Can help the job to be done more effectively

<b>EXPERIENCE AND BACKGROUND</b>	<b>E</b>	<b>D</b>
At least 3 years proven experience in administration and project coordination	•	
Educated at least to degree level - international development or related area	•	
Broad knowledge of support systems – office administration, IT, facilities, events, and programme management	•	

<b>SKILLS AND ABILITIES</b>	<b>E</b>	<b>D</b>
Excellent organizational and operational analysis skills	•	
Excellent interpersonal and verbal communication skills	•	
Reliable and trustworthy with confidential matters; ability to use a natural sense of discretion	•	
Able to relate to and work with people from a range of backgrounds	•	
Strong ability to manage a varied, multi-faceted workload	•	
Ability to work under pressure and to deadlines, coupled with a degree of flexibility	•	
Ability to assimilate information quickly	•	
In-depth knowledge of a range of standard office suites and platforms and understanding of their strengths and limitations	•	
able to work proactively unsupervised and use own initiative	•	
A broad understanding of compliance and data protection legislation		•
Ability to draft MOUs, policies, protocols, and procedures in consultation with others	•	
<b>KNOWLEDGE, UNDERSTANDING AND GENERAL</b>	<b>E</b>	<b>D</b>
Interest in issues of global justice and awareness of cross-cultural sensitivities	•	
Sympathy with USPG'S Christian ethos	•	
Able to travel occasionally within Britain and Ireland or internationally for USPG events		•
A broad knowledge of Anglican church structures		•