



JOB DESCRIPTION

Global Coordinator

Reporting to:	Head of CMF Global
Department:	CMF Global
Location:	CMF's London Office with some hybrid working. Some evenings, weekends and occasional travel involved.
Contract Type:	Part time, 4 days per week/28 hours per week
Salary:	£21,625-£24,880, depending on experience.

Role Purpose

To support the Head of CMF Global and CMF Global teams in maintaining and developing their ministries. To provide administrative support to enable teams to maximise direct ministry time with CMF members and partner agencies.

Key Accountabilities

- To manage all CMF Global events organised by the CMF office, including residential events and the regular Global Track seminar days and webinars
- Maintain relationships, as necessary, with key members, volunteers and partner organisations
- To support all committees and working groups in the Global department, including the Global Track Leadership Team
- Acting as first point of contact for all written, electronic and phone contact with Global department
- To provide technical and administrative support to the Head of CMF Global as required, including travel bookings for team members
- Receive payments and monies for courses/short-term trips
- Assist with production of publicity materials for the Global department, with support from the Communications Team.
- Maintain and update content on CMF Global webpages
- General phone answering, welcoming visitors etc
- To induct and oversee volunteers in the Global CMF team
- Any other reasonable projects or ad-hoc duties

Skills, Experience and Qualifications

Essential

- **Administration:** A heart to serve others through administration. Able to solve problems, juggle competing requests and priorities, and respond quickly to challenges.
- **Communication:** Excellent interpersonal and communication skills, and ability to work effectively at all levels in a collaborative team environment. Able to communicate confidently with a wide range of people, both verbally and in writing including the production of accurate and succinct committee minutes.
- **Influencing and negotiating:** Clear and persuasive in written and oral communication with staff and suppliers at all levels. Uses different approaches intelligently. Prepares carefully for key meetings.
- **Analytical and organised:** Able to handle complex conference planning and booking. Able to set priorities in a busy workload of competing time demands and monitor targets. Able to use own initiative to balance demands of different parts of the job.
- **Managing resources:** Ensures that resources are used appropriately and not wastefully, manages resources in the most cost-effective manner. Ensures that events and projects keep within budget.
- **IT:** Able to demonstrate strong Microsoft Office skills, the ability to use social media, design some publicity e.g. using Canva, use project management software and interact with database and email clients e.g. Mailchimp (training will be given where required). Able to cope happily with software environment change.
- **Working relationships:** Proactive, resourceful and takes initiative. Encourages cooperation and exchange of information between team members.

Desirable

- Interest and some experience in international travel and mission
- Demonstrable commitment to supporting Christians working outside of the UK
- Prior experience of database engagement/bookings systems
- Confidence in welcoming and liaising with a wide range of people who work with or access our support

Christian Ministry

- Under the 2010 Equality Act, schedule 9, there is an Occupational Requirement for all employees and volunteers to be practising Christians.
- Agreement with CMF's statement of faith; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.