

JOB DESCRIPTION

Head of Global Ministries

Reporting to:	CEO
Department:	Global
Responsible for:	Global Coordinator and any volunteers in the Global department
Close Working:	Other Department Heads, Chair of CMF Global Committee, relevant ICMDA/NCFI leaders, key partner agency leaders
Location:	CMF's London Office, with some hybrid working.
Contract Type:	3 to 4 days per week. Some evening and weekend working and travel within the UK and overseas as required.
Salary Range:	£51,500-£63,860 FTE

Role Purpose

Developing and maintaining the profile of global health and mission within CMF, mobilising individuals to serve in different ways and providing resources to support Christians involved in this area of work.

Key Accountabilities

- Envisioning and supporting CMF members and other Christian health professionals involved or interested in global healthcare mission by speaking at events as well as individual conversations by telephone, e-mail, and face-to-face.
- Ensuring that CMF speaks out on global healthcare issues; by writing, commissioning, editing and updating CMF's Global resources, including printed material, website, blog and social media groups.
- Engaging with, responding to and appropriately sharing current developments in global healthcare mission.
- Organising and running/overseeing CMF's mission conferences, including the Medicine, Mission and Me retreat, the 18-month Global Track, day conferences such as the Refugee and Asylum Seeker Health course, and electives evenings.
- Working with other departments to support relevant activities with a global element.
- Building links with other national Christian medical movements and related ministries through ICMDA and NCFI. Ensuring appropriate representation from CMF on relevant committees and supporting the Nurses & Midwives department with NCFI involvement.
- Supporting, facilitating, and, where appropriate, attending ICMDA/NCFI regional and global events.
- Representing the Fellowship and the perspectives of Christians working in global health and mission to professional bodies (including GMC and Royal Colleges), secular NGOs, international bodies (including WHO) and the UK Government.
- Building links with and fostering collaboration between mission agencies, Bible Colleges and mission training colleges, relating to global healthcare mission.
- Delegate and manage the workload of the Global Coordinator and any other Volunteers within the Global Department.

- To set and monitor the annual departmental plan and budget for the Global Department.
- Participating in meetings of the CMF Departmental Heads team and contributing to cross-departmental initiatives.
- To service meetings of the Global Committee, and any associated subcommittees or working groups; setting/overseeing agendas and preparing papers in conjunction with the Chair of the committee.
- Overseeing other departmental administrative tasks as required.

Skills, Experience and Qualifications

Essential

- **Appropriate graduate qualification**, e.g. in medicine/nursing/midwifery and/or theology/mission
- **Mature Christian** in full agreement with CMF's aims, values and doctrinal basis
- **Personal experience** of global health and/or mission
- **Leadership Experience** in the mission or healthcare sectors (UK or overseas)
- **Influence and negotiation:** Persuades people under challenging circumstances, speaks convincingly and clearly to individuals, small groups and large audiences; is an ambassador for CMF and God's work; can make a difference in meetings and committees; maintains a strong network of key contacts.
- **Communication:** Listens accurately, communicates clearly, courteously and with confidence; is comfortable speaking to internal and external people, can write and record accurately and literately.
- **Leadership:** Able to generate a sense of vision and purpose in staff by positively presenting the Fellowship's aims. Sets the strategic work plan for the Global Department and ensures it is deliverable. Initiates and plans for change. Keeps abreast of relevant issues and maintains personal development.
- **Analytical and organised:** Makes a proactive contribution to the development and implementation of the wider strategic objectives of CMF and its membership community. Delegates and collaborates appropriately.
- **Managing resources:** Monitors and manages the Global Department budget - ensures that the department works to budget and manages all resources most effectively.
- **IT:** Able to use all standard Office software to a good degree, including the use of PowerPoint in presentations, Excel Spreadsheets to produce detailed reports, etc.
- **Working relationships:** Gives appropriate advice and guidance to others. Encourages cooperation and exchange of information between team members. Has a pastoral concern for team members. Able to work with a team to develop a sense of common identity and purpose and motivate the team to succeed.

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 doctrinal statement and ethical values; participates in the shared worship and prayer of the organisation; represents CMF's beliefs to others.