

<b>Post</b>	Mission Learning and Inclusion Manager
<b>Responsible to</b>	People and Learning Director
<b>Team</b>	People and Learning
<b>Group</b>	People and Learning
<b>Proposed grade</b>	G
<b>Contract</b>	Permanent
<b>Hours</b>	4 days/week (28 hours a week)

## The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to pioneering mission among people who might have given up on God, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In the last few years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.



Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

### Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

### Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

### Our purpose

We exist to make disciples of Jesus at the edges.

### Our core values

Pioneering. Relational. Faithful. Evangelistic.

## Your role

The mission learning and inclusion manager will help us deepen how we learn, grow, and reflect together as a global mission movement. You'll foster reflective mission practice, champion diversity and inclusion and encourage spiritual practices that nurture and shape our life in mission, drawing on the diverse experiences of our global community.

## Your relationships

- People and learning group (including line-management of the mission spirituality lead, close working with the head of people and culture and support from the people in mission administrator for the ForMission bi-annual training event)
- Mission in Britain hub teams
- Hub<sup>1</sup> leaders and global mission leaders

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<sup>1</sup> CMS defines a **hub** as a coalition of people from CMS, local churches and partner organisations collaborating within a particular edge context around shared plans and objectives. While these contexts may be in different parts of the world, hubs do not operate in isolation; they are part of a broader ecosystem of learning and shared practice.



- People in Mission
- The wider CMS community, including People in Mission and staff

## Your responsibilities

### **Mission learning and spirituality (40%)**

- Strengthen a culture of mission learning across the wider CMS community, supporting people, hubs and communities of practice in sharing insight and experience. In particular, you will identify opportunities for hub leaders to reflect on mission practice and exchange ideas, both in-person (including overseas) and online. You will also be facilitating learning on a new online platform.
- Support teams in integrating reflective and theological thinking into strategy and culture.
- Work with our mission spirituality lead (who you will line-manage) in nurturing spiritual practices that sustain and shape our life in mission, drawing on global insights and practices.
- Advise on learning opportunities for People in Mission.

### **Diversity and inclusion (D&I) (40%)**

- Design and implement a diversity and inclusion strategy that fosters a culture where everyone feels valued and empowered to thrive, working closely with the people and learning director in its development.
- Equip staff in intercultural learning and competency.
- Facilitate D&I advocates and employee-led groups in awareness raising and embedding of D&I across CMS.
- Support and coach leadership on D&I in planning and decision making.

### **Formation and training for new mission personnel (20%)**

- You will be involved in the selection and onboarding of new mission partners: in particular you will assess their training needs and coordinate their formation/learning, liaising with other teams (including the Britain hub team for pioneer mission leadership training), with hub partners and external providers as required.
  - Lead the bi-annual ForMission residential (away from Oxford) training fortnight. You will deliver training, coordinate input from others and integrate immersive reflective learning experiences.
  - Support ongoing development through tailored learning plans and mentoring.
  - Maintain learning records and review and update on-line learning resources.
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### Other

- Establish and work to a learning budget and work within the funding mechanism for people in mission in training.
- Ensure the safety and security and respect the rights of all staff, partners and supporters:
  - Understand and follow CMS safeguarding policies.
  - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.

### Values and behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS organisational strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)
- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation



# Person specification

Job Title: Mission Learning and inclusion Manager

	Essential	Desirable
<b>Qualifications</b>	Degree or MA in theology / missiology or a related discipline.	
<b>Experience</b>	<p>Proven experience of teaching/training adults.</p> <p>Experience in leading/managing others.</p> <p>Experience working with diverse communities or under-represented groups.</p> <p>Experience of living/ working overseas in a cross-cultural context.</p> <p>Experience with organisation-wide diversity and inclusion strategies.</p>	<p>Experience of delivery of training in different cultural contexts.</p> <p>Experience of using online platforms to support learning.</p> <p>Practical mission experience.</p>
<b>Skills and Abilities</b>	<p>Excellent interpersonal skills.</p> <p>Ability to develop and execute plans and projects.</p> <p>Proven ability in motivating and teaching/training others.</p> <p>Ability to reflect critically on mission practice and foster that in others.</p> <p>High level organisational ability.</p> <p>Able to manage budgets.</p> <p>Proficient in the use of Microsoft</p>	



	Office.	
<b>Knowledge &amp; Understanding</b>	<p>Have a sophisticated knowledge of contemporary mission issues and cross-cultural issues in mission.</p> <p>Awareness of different theological/missiological viewpoints.</p> <p>Awareness of current international issues.</p> <p>Understanding of key concepts in EDI.</p>	<p>Prior knowledge of CMS and our pioneer training courses.</p> <p>Understanding of web based teaching/learning technologies.</p> <p>Knowledge of inclusive technologies and tools.</p> <p>Understanding of the Church of England and the Anglican Communion.</p>
<b>Disposition</b>	<p>Team player who enjoys working collaboratively.</p> <p>A facilitative, empowering approach to working with other people.</p> <p>Culturally sensitive.</p> <p>Proactive, innovative, and able to challenge constructively.</p> <p>Resilient and adaptable in the face of resistance or sensitive issues.</p>	
<b>Other</b>	<p>A committed and practising Christian committed to CMS values and aims.</p> <p>Able to work under pressure and to deadlines.</p> <p>Willing to work occasional weekends or evenings and two residential weeks away (UK) each year.</p> <p>Able to make a limited number of trips outside the UK (most likely to be one week/year).</p>	



# Terms and conditions

Job Title: Mission Learning and Inclusion Manager

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade G of the CMS salary scales; starting at £33,436 per annum pro rata (£41,795 pa full-time equivalent) with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is five per cent while the employee's contribution is three per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to sixty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** three months' written notice on either side is required for the termination of the appointment after the probationary period.