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| Post | Partnerships Management and Operations Officer |
| Responsible to | Mission Manager – Latin America |
| Location | Santiago, Chile |
| Team | Latin America |
| Group | Mission |
| Proposed grade | E |
| Contract | Two-year fixed term contract |
| Hours | Part time (14 hours per 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 more than 226 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 unconnected to church, 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 recent 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.

Our mission aims

- People come to encounter and follow Jesus Christ.
- New communities of disciples grow in their own cultures at the edges.
- Mission at the edges is multiplied as the passion for mission is imparted and mission movements grow.

Your team

The mission team is committed to engaging in mission through partnership with locally based organisations and people (we call these "strategic partners"). CMS seeks to bring value to these partnerships, and approaches a role in mission in three key ways:

- **Catalysing and building movement** – Our resources can only go so far, but if we join in with what God is doing to pray, envision others, provide learning opportunities, enable connections and networking introductions, spread best practice and build deep relationships, we can play a small role in catalysing something bigger than ourselves and our partners.
- **Resourcing mission activity (through grants)** – Travel, training, events and people for mission all need resources. CMS supports a small number of strategic partners with grants for these activities. Releasing them to tackle mission issues and see transformation.



- **Placing people** – Funding through grants supports a significant number of local people in mission, but in addition we also send a small number of cross-cultural workers for specific roles identified by strategic partners.

As we work with others, and take these approaches to achieve the mission aims set out above, we do this through collaborative teams, called “hubs”.

In all this activity, it is critical that we manage our relationships with strategic partners effectively. This means, that as well as deep relationships, we follow CMS policies and apply organisational processes and systems in a way that enables the partnerships to flourish.

Likewise, there are key business processes within CMS that need the same attention to detail, such as in finance, safeguarding, logistics, safety and security.

Finally, as we work towards our mission aims, we want to know how we are progressing. With reporting systems in place, we track this progress using in order to make good planning decisions, to communicate our story well and ensure our accountability.

Your role

Your role (working under the guidance of the mission manager for Latin America) is to apply the relevant policies, processes and systems across partnerships in Latin America in support of the mission team’s work and to help the team track its progress against the mission aims, while fostering healthy, relational and mission-focused partnerships across diverse cultural and ecclesial contexts.

Your relationships

- **Your line manager** – The mission manager will provide day-to-day support and accountability, agreeing tasks with you and monitoring progress.
- **Key strategic partner staff** – Many of the processes we apply to people placement, finance or grant management will involve developing great working relationships with strategic partner staff. Developing these is critical.
- **The hub development strategist** – In each of the four international regions of the world we work in there are equivalent roles to yours. Co-ordinating our approach to partnership management, finance and compliance, the hub development strategist (based in Oxford) will help guide you through what needs to be achieved.
- **The wider mission team and group** – With four international regions and work in the UK, the wider team will be an important source of learning, encouragement and guidance.
- **Wider CMS** – We expect that given the nature of the role, you will interact with a good number of staff in various teams from finance, fundraising and human resources.



Your responsibilities (the order indicates priority and importance)

Keeping grant processes compliant (50 per cent)

- Co-creating plans and proposals with strategic partners, including budgets.
- Working on internal grant approval processes and administration.
- Receiving and filing partner reports/updates, and helping mission managers to offer feedback.
- Supporting the mission managers with field monitoring visits (approximately two per year).
- Supporting processes for evaluation.
- Keeping internal audit files up to date.

Keeping strategic partnerships compliant (25 per cent)

- Completing organisational background and organisational capacity checks, including finance and solvency, safeguarding, governance, HR and programme management.
- Coordinating organisational development and capacity-building with strategic partners to address areas of highest risk and need.
- Compiling official partnership frameworks, like memorandums of understanding and/or partnership agreements.

Applying finance, logistics and safety/security processes (15 per cent)

- Working on annual regional budgets, and supporting managers with monitoring expenditure.
- Supporting mission managers with in-region travel, security, logistics and hosting visitors.

Joining in with the life of CMS (10 per cent)

- Joining team prayers and meetings (in proportion to working hours).
- Attend all-staff monthly gatherings (in proportion to working hours).
- Complete relevant training.

Other

- 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.



Person specification

Partnership Management and Operations Officer

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none">• Undergraduate degree or equivalent | <ul style="list-style-type: none">• Post-graduate degree or equivalent• Theological or missiological education or equivalent |
| Experience | <ul style="list-style-type: none">• Experience of partnership management and development• Grant-making processes• Capacity development design processes (e.g. mentoring, coaching, training) | <ul style="list-style-type: none">• Experience of multi-cultural teams• Experience of intentional organisational development and change processes• Experience of cross-cultural mission work |
| Skills and abilities | <ul style="list-style-type: none">• Relational and able to influence/inspire (work through others)• Analytical and logical (able to ask searching questions and follow agreed due process)• Comfortable with maths, finance and data• Clear written and verbal English language communications• Fluent in Spanish – both spoken and written• Good time and task management (prioritisation and planning) | <ul style="list-style-type: none">• Strong experience of Excel, or other software oriented towards finance or information management• Ability to make the complex simple• Fluent in Portuguese – both spoken and written |



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| Knowledge and understanding | <ul style="list-style-type: none">• Knowledge of maths and financial management• Knowledge of monitoring and evaluation• Knowledge of project planning | <ul style="list-style-type: none">• Contextual knowledge of wider region• Theological or missiological understanding |
| Disposition | <ul style="list-style-type: none">• Willing to learn• Humility and openness towards partners• Willing to comply with and follow due process• Ability to make strong relational connections with good emotional intelligence | <ul style="list-style-type: none">• |
| Other | <ul style="list-style-type: none">• Safeguarding checks• Committed and practising Christian and committed to the aim and values of CMS• Willing to travel up to approximately 21 days per year | |



Terms and conditions

Partnership and Operations Officer

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of three months.
2. **Salary:** The post is within Grade E of the CMS salary scales; starting at £10,776 per annum based on 2 days per week (£26,940 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:** Company pension scheme available.
5. **Work base:** This is a home-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate.
6. **Holiday entitlement:** Annual leave is 28 days (full time equivalent) 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:** This contract will expire after two years as it is a fixed-term contract. One month's written notice on either side is required for the termination of the appointment if earlier than the termination date, after the probationary period.