



Job Title: Mission Director.

Accountable to: zambesi mission (zm) Trustees, and reporting to Executive Committee on matters relating to strategic direction and general management.

Responsible for: All staff of zambesi mission In UK and Malawi and their work.

Based in: Own home in the UK, whilst supporting staff based at York office.

Purpose of Role

1. zambesi mission's vision is to see sustainable gospel-preaching, disciple-making churches across Malawi and northern Mozambique; the overriding purpose is to fulfil this vision;
2. With the guidance of the Trustees and Executive Committee, to lead a process of deepening the involvement of Malawian believers in the priorities and operation of the mission's work in order to support the fulfilment of this vision; and
3. To be responsible for implementation of the mission's strategic priorities and for leading and managing the staff and work of the mission in the UK, Malawi and Mozambique.

Responsibilities

Strategic

1. To formulate proposals and make recommendations to the Executive Committee on the strategic direction of the mission in Malawi, northern Mozambique and the UK;
2. To ensure the implementation and regular review of the mission's strategic plan;
3. To produce reports, briefings and recommendations for the Executive and arrange for its effective administration;
4. To formulate proposals and make recommendations to the zm Trustees on personnel and other matters relevant to their specific responsibilities; specifically to keep abreast of charity law and act as Secretary to the Trustees;
5. To maintain a risk register reflecting the issues that the mission faces and ensure that it is regularly brought to the Executive's attention;
6. To maintain a register of zm's policies and procedures and ensure that they are reviewed in accordance with the approved cycle thereby ensuring their continued effectiveness;

Relationships

7. To develop and maintain constructive and effective relationships with:
 - national church leaders in Malawi and northern Mozambique, particularly of the Zambezi Evangelical Church (ZEC) and the River of Life Evangelical Church;
 - the Evangelical Bible College of Malawi (EBCoM); and
 - other partners (currently Children for Christ Ministries and J-Life Ministries) and relevant agencies in Malawi, northern Mozambique and the UK;
8. To ensure that an effective framework for partner relationships e.g. Memoranda of Understanding, is in place in order to deliver zm's strategic plan.

9. To speak about the work of **zm** in UK churches and at appropriate events, setting this in the context of Scripture, and to develop a team of volunteers to support this work;
10. To develop and maintain effective communications with supporters (individuals and churches) using a range of social media and literature;
11. To develop the supporter base and their engagement in the mission's work;
12. To make regular visits to Malawi and Mozambique, as required.

Financial

13. In conjunction with the mission Treasurer, to:
 - draft an annual budget for the overall work of **zm**;
 - manage the budget as approved by the Executive Committee; and
 - specifically to monitor income and expenditure levels and take action as appropriate;
 - explore sources of funding to support the work, directly or through partners

Personnel

14. To have overall responsibility for the leadership and management of all workers (employees and volunteers) in Malawi and the UK;
15. To be responsible for the recruitment and selection of workers;
16. To ensure the training, development and well-being of workers and effective communications within the staff team;
17. To operate the mission's HR policies, including the disciplinary and grievance procedures and the annual appraisal policy.

Health, safety and safeguarding

18. To ensure the compliance of all workers with legal requirements and mission policies on Health and Safety issues;
19. To ensure the compliance of all workers with legal requirements and the mission's Safeguarding and Child Protection Policy, including the reporting requirements.

Mission Director Person Specification

Characteristic	Essential	Primary method of assessment
Experience (not necessarily employment based)	<p>Experience of working across cultures</p> <p>Experience of achieving outcomes through collaborative working</p> <p>Experience of leading staff</p> <p>Experience of strategic planning and implementation</p> <p>Experience of change management</p> <p>Experience of using IT to support effective working</p>	Application form for all Experience
Skills & Abilities	<p>Ability to develop effective relationships with partners</p> <p>Ability to understand and manage budgets</p> <p>Ability to lead staff team in two countries</p> <p>Strong verbal communication skills, including ability to speak at meetings and inspire support for a vision/organisation</p> <p>Strong written communication skills, including understanding of how to arrange written material to communicate and promote understanding and build commitment</p>	<p>Interview</p> <p>Exercise</p> <p>Interview</p> <p>Interview</p> <p>Exercise</p>
Values & personal qualities	<p>Agreement with zm's Statement of Faith and Code of Practice and demonstrate these in personal life</p> <p>Passion for the spread of the gospel in the UK and Africa in the context of the changing role of missions</p> <p>Resilient and self motivating</p> <p>Commitment to learning and development for self and staff</p> <p>Commitment to safeguarding all those supported by or interacting with zm</p>	<p>Application, interview and references</p> <p>Application form & interview</p> <p>Application form & interview</p> <p>Interview</p> <p>Application form & interview</p>
Other	<p>Right to work in the UK</p> <p>Full Driving licence, thereby enabling driving in both countries</p> <p>Basic DBS Certificate acceptable to trustees</p> <p>Flexibility of working hours, including visiting UK churches and Malawi</p>	To be clarified at final interview and checked for successful candidate.