

Job Description for Director of Development, Global Action UK

Global Action UK is a small but growing ministry, linked with a dynamic Christian ministry overseas. Global Action’s vision is to train and support church leaders working across the developing world so that they can minister to their communities effectively.

Global Action UK is looking for a pioneer to develop resources for the UK office, enabling volunteers and donors from the UK to help support the work around the world. There will be opportunities to travel overseas as part of the post.

# The Post

**Job Title** Director of Development

**Hours of Work** Full time

**Location** London

**Reports to** the chair and board of trustees, networks with international offices.

The post holder is required to fulfil the following (not exhaustive) list of duties.

# Developing Ministry Activities

The post holder will carry out the following:

1. Work with churches and bible schools to develop and implement a strategy to recruit and coordinate volunteer lecturers for Global Action’s leadership training programme (GLOMOS) in India, Central America and Eastern Europe.
2. Recruit an agreed number of volunteer lecturers in the first year.
3. Develop a short-term mission team programme to facilitate projects carried out by overseas Church leaders who have graduated from Global Action’s training (GLOMOS) overseas.
4. Recruit for and provide leadership for at least one short term mission team in the first year.

# Longer Term Objectives

1. Work with the board of trustees to develop an internship programme that provides support for the UK office activities, including communication and administrative tasks.
2. Work with the board of trustees to organise a conference to explore latest trends and best practice around training future Christian leaders in the developing world.
3. Organise travel, accommodation and meetings for at least one visit of Global Action international staff each year.

# Fundraising

The post holder will be responsible for fundraising. The longer-term goal will be for the post holder to recruit a paid or volunteer fundraiser to assist.

1. Develop and implement a strategy to increase the number of churches, trusts and major donors supporting the work through prayer and finance.
2. Work to recruit a paid or volunteer fundraiser. Provide line management for this fundraiser.
3. Through the above activities, achieve agreed growth in income for Global Action UK.
4. Develop and implement a strategy for regular donor communications, including prayer updates and project reports.
5. Ensure all fundraising efforts adhere to best practice guidelines.
6. Prepare marketing and support collateral for fundraising and vision-casting purposes.

# Reporting

The post holder will carry out the following:

1. Produce progress reports for the UK board of trustees. Attend two board meetings a year.
2. Attend fortnightly Skype meetings with international staff.
3. Produce financial reports for International President and support financial processes and audits.
4. Prepare regular prayer reports and updates for International President.
5. Assist International Office as requested in order to regularly evaluate UK Faculty experiences in teaching GLOMOS at the various locations.

# Administration

The post holder will work with volunteers (and future possible interns) to ensure all administrative tasks are carried out, including:

1. Donations are transferred to various field offices.
2. Ensuring all relevant policies and required licenses are up-to-date and that the organisation is in compliance with all relevant laws and regulations.
3. Processing and acknowledging donations, and processing gift aid claims.
4. Purchasing charity insurance.
5. Organising independent examination of accounts and preparing an annual report for the Charity Commission.
6. Maintaining a database of contacts.
7. Keeping up to date with latest regulations and best practice in the field.



Person Specification for Executive Officer, Global Action

Global Action is an evangelical Christian Organisation. The post holder will be involved in preaching at churches and possibly teaching and training Christian leaders overseas. Because of the nature of this work it is a genuine occupational requirement that the post holder be a committed Christian.

# Essential

1. Passionate about Christian mission
2. Mature Christian character
3. Good knowledge of Bible
4. Excellent networking, fundraising and marketing skills
5. Awareness of how churches operate and UK-Christian culture
6. Good decision making skills
7. Excellent oral communication skills
8. Excellent public presentation skills
9. Excellent strategic planning skills
10. Good organisation skills
11. Leadership skills, ability to persuade and recruit people to a cause
12. Confidence
13. Ability to take the initiative
14. Management or leadership experience
15. Sensitivity to cross-cultural differences in Christian tradition
16. Strong desire to enhance satisfaction amongst partners and donors
17. Good team building skills
18. Resilient attitude
19. Willingness to travel as part of the job
20. Excellent skills in Microsoft Office.

# Desirable

1. Previous experience leading a Christian ministry
2. Experience leading a team
3. Overseas mission experience
4. Experience of church leadership
5. Experience teaching theology.