

# PERSONNEL ADMINISTRATOR (MATERNITY COVER - PART TIME) APPLICATION PACK



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## Partnering with churches • Reaching Africa's unreached

**Africa Inland Mission serves and partners with churches to fulfil the great commission and advance the gospel among Africans who have the least opportunity to hear about Jesus.**

Our heart is to see Christ-centred churches among all African peoples and our particular priority is for the 1,000 people groups who are still unreached with the gospel. The missionary work of those who serve is diverse. From outreach workers and church planters, to medical professionals and support personnel; there are so many ways to be involved. AIM has often been described as having a family feel, with a strong focus on caring and providing excellent support for those who serve. We depend on partnerships with those who aren't called to serve overseas – supporters who generously give and faithfully commit to praying for missionaries, the peoples of Africa, and the work of the gospel to transform people's lives.

We often leave the hardest work until last, and the challenge before us does seem overwhelming. But we trust that by the power of his Holy Spirit, God will build his church! AIM's vision is to continue the work among unreached people groups; seeking to mobilise African workers to reach Africa's unreached; helping to equip and strengthen African church leaders; and seeking to reach Africans living across the globe. AIM is compelled by a passion to see God glorified and his kingdom extended. It's a vision we would love you to share with us, believe in and be a part of.



# Personnel Administrator

We are looking for an enthusiastic Administrator to serve with our Personnel team for 3 days per week, providing maternity cover for one year. Someone who is passionate about seeing the great commission fulfilled, and who wants to use their administrative, creative and organising gifts to support those preparing to go overseas, and those already serving in this way. This job is a vital cog around which many of our other departments function. The Administrator is often the first recipient of prayer material from missionaries and makes key decisions about what to share both internally and with our supporters. We're looking for someone with spiritual maturity and discernment to fill this role, as well as someone adept at processing and managing emails.



The Administrator takes primary responsibility for all the administrative functions of the Personnel team, and will need to efficiently and effectively maintain systems and processes. They will work alongside others in updating missionaries' information on our website, as well as creating engaging prayer cards.

They will work with and support the Personnel Director and Personnel Manager. They will also work with other departments and teams, assisting them in their efforts to mobilise and support more workers for the harvest field.

# Job Description

Our UK staff provide practical and spiritual support for AIM personnel serving overseas and are involved in the mobilisation and preparation of those God is calling to work among the peoples of Africa.

The Personnel Administrator's role is to facilitate these overriding goals by assisting the Personnel Director and Personnel Manager in the smooth and efficient running of the Personnel Department; specifically, by providing administrative, practical and spiritual support in the areas of recruitment, selection and care of missionaries.

## CORE TASKS:

### 1. **Pre-field support.**

- Compile a hard copy file of appropriate documentation once a missionary has been accepted into membership and ensure that application documents are saved on to AIM Europe and AIM International databases.
- Provide information and advice to new missionaries on administrative matters.
- Facilitate the booking and purchasing of airline tickets, travel documents and emergency health and travel insurance; dealing with travel agents, airlines and insurers as necessary.
- Administer Disclosure and Barring Service (DBS) checks as necessary.
- Make practical arrangements for missionaries participating in European Based Orientation and Africa Based Orientation in liaison with the Personnel Manager.
- Assist in the preparation of prayer cards, missionary web pages and similar materials.

### 2. **Missionary support**

- Provide ad hoc advice and support to missionaries on personal administrative matters, including liaison with health insurers as necessary.
- Distribute missionaries' prayer letters (within AIM only).
- Write the weekly AIM UK Daily Prayer email.

# Job Description

- Write the weekly internal Newsbeat news email for staff and missionaries.
- Efficiently maintain personnel records in all their forms (digital and paper-based), including:
  - a. Personal and emergency contact details of missionaries.
  - b. Missionary assignments and re-assignments.
  - c. End of service records and career summaries.
  - d. Other information as required.
- Provide administrative and practical support for events including European Based Orientation.
- Assist in keeping important information documents up to date, e.g. Strategic Partnership, UK Member Handbook, UK Staff Handbook.
- Disseminate email and post within the department.

### 3. **European Office Activities**

- Participate in, and lead on a rota basis, daily staff devotions and prayers. To include Bible reading, commentary, and prayer for AIM's goals, unreached people groups, overseas missionaries, and European-based staff.
- Participate in staff conferences, supporter prayer meetings and other events organised by the Leadership Team.

### 4. **General Responsibilities**

- Work within legal, charity and organisational guidelines.
- Maintain an active interest in the wider ministries of AIM International.
- Externally promote the aims of AIM International, as appropriate for your particular skills and responsibilities, and within your spheres of influence.
- Other duties as requested by the Personnel Director.

# Person Specification

Attribute:	Essential:	Desirable:
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>A Levels or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Degree level qualification.</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>Proven experience in using Microsoft Office 365, particularly Excel, Word, PowerPoint, Outlook and Sharepoint.</li> <li>Excellent administrative skills with a methodical and precise approach to work.</li> <li>A good communicator with due regard for confidentiality.</li> <li>Experience of managing time and working in seasons of pressure.</li> <li>Familiarity with CRM databases.</li> </ul>	<ul style="list-style-type: none"> <li>Overseas cross-cultural service.</li> <li>Experience in working with Salesforce database.</li> <li>Familiarity with administering DBS checks.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Committed Bible-believing Christian, with a heart for world mission and a desire to play a part in building Christ-centred churches among all African peoples.</li> <li>Commitment to AIM's values (see Value Statement).</li> <li>Commitment to personal godliness and integrity.</li> <li>Excellent interpersonal skills, and a high level of emotional intelligence.</li> <li>Self-motivated, and able to motivate and encourage others.</li> <li>Evidencing humility and a teachable spirit.</li> <li>Resilient, with a positive and realistic attitude.</li> <li>High level of self-awareness.</li> </ul>	

## Person Specification (continued)

Attribute:	Essential:	Desirable:
<p><b>Skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, including an ability to communicate effectively in both in-person and virtual contexts.</li> <li>• Competent in the use of video conferencing software.</li> <li>• Excellent numeracy, literacy and IT skills.</li> <li>• Precise, with an eye for detail, while keeping sight of the bigger picture.</li> <li>• Able to work comfortably in both remote and in-person settings.</li> <li>• Logical, analytical, thorough and methodical approach to work.</li> <li>• Proven ability to organise and prioritise work well.</li> <li>• Able to work well with others (departmental and wider teams) and collaborate effectively.</li> <li>• Proven ability to assimilate information and become proficient in new tasks quickly, and to teach others.</li> <li>• Flexible approach to work, including the ability to switch quickly from one task to another when required.</li> <li>• Proven ability to work calmly under pressure, and to meet agreed deadlines.</li> <li>• Able to take appropriate initiative and work independently.</li> <li>• Ability to solve problems and to think laterally.</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable with troubleshooting and fixing basic problems with office equipment (e.g. printer/ scanner, laptop)</li> </ul>



# Terms and Conditions

<b>SALARY:</b>	£24,440 Pro rata
<b>LOCATION:</b>	Hybrid. You would be required to be in the Nottingham Office each Tuesday, and on other occasions when requested. The work days required would be Monday - Wednesday or Tuesday - Thursday.
<b>ANNUAL LEAVE:</b>	16.8 days per annum (excluding bank holidays)
<b>PENSION SCHEME:</b>	You will be enrolled into the Global Connections Group Personal Pension Plan as soon as your employment begins. Within a month of being enrolled in the Scheme, you can send the pension provider an opt-out form if you do not wish to be in the Scheme. Current details of the Scheme, your rights relating to it, and contributions, will be provided to you separately. There is no contracting-out certificate in force in relation to your employment under the Pension Schemes Act 1993.

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AIM International is the European Mobilising Region of Africa Inland Mission International, a non-denominational mission organisation with an emphasis on church planting and leadership development ministries among the churches and people of Africa.

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK nationals. Please visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for more information.

Within the terms of the Equalities Act 2010, it is an Occupational Requirement that the successful candidate should agree with and sign AIM International's Statement of Faith (Appendix A) on appointment, and thereafter on an annual basis.

A Basic DBS check will be requested for the successful candidate. Having a criminal record does not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of the offence(s). If you have a criminal record, details should be sent under separate confidential cover to the Personnel Director at [personneldirector.eu@aimint.org](mailto:personneldirector.eu@aimint.org).

## Appendix A: Statement of faith

1. The unity and trinity of God, eternally existing in three co-equal Persons: the Father, the Son and the Holy Spirit.
2. God the Creator and Preserver of all things, who created man, male and female, in His own image, and gave them dominion over the earthly creation.
3. The deity and humanity of God the Son, the Lord Jesus Christ, who, being very God, also became man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, dead and buried, was raised bodily from the dead, and ascended to the right hand of the Father, whose two natures continue eternally and inseparably joined together in one Person.
4. The deity and personality of God the Holy Spirit, and the necessity of His work to make the death of Christ effective to the individual sinner, leading him to repentance towards God and faith in the Lord Jesus Christ; and in His ministry, dwelling permanently within and working through the believer for godly life and service.
5. The divine, verbal inspiration, infallibility and inerrancy of the Scriptures of the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
6. The human sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
7. The sacrificial death of our Representative and Substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world and whereby alone men are redeemed from the guilt, penalty and power of sin.
8. The necessity of the new birth as the work of God the Holy Spirit, to be obtained only by receiving the Lord Jesus Christ as Saviour; that men are saved by grace through faith, not by works.
9. The security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born again child of God, he has assurance of salvation and has the right to all the privileges of the sons of God.
10. The responsibility of the believer to maintain good works, and to obey the revealed will of God in life and service, through which eternal rewards shall be received.
11. The True Church, whose Head is the Lord Jesus Christ, and whose members are all regenerate persons united to Christ and to one another by the Holy Spirit.
12. The observance of the ordinances of Baptism and the Lord's Supper as appointed by the Lord Jesus Christ.
13. The supreme mission of the Church as being to glorify God and to preach the gospel to every creature.
14. The personal and visible return of the Lord Jesus Christ.
15. The resurrection of the body.
16. The eternal blessedness of the saved and the eternal punishment of the lost.

**DECLARATION  
I CONFIRM THAT I ACCEPT THE ABOVE  
STATEMENT OF FAITH.**

**SIGNED:**

**DATE:**

## Appendix B: AIM Europe value statement

The European Mobilising Region is committed to:

- 1. Loving Christ above all.** We love Christ above all and seek to have his attitude and the oneness in spirit and mind that come from unity with him.
- 2. Dependence on God in prayer.** We pray regularly and expectantly, believing that God will supply all our needs, including financial, personnel and strategic needs.
- 3. Being servants of the Church and ambassadors of the Great Commission.** Understanding that our mission is one part of God's Great Commission for the global Church, we work to inspire, equip and empower local churches for cross-cultural mission among Africans.
- 4. Cooperation.** We work strategically with other like-minded organisations, sharing expertise and resources to further the spread of the gospel.
- 5. Our people.** We value the personal, professional and spiritual wellbeing of all our staff and missionaries and seek to support the ways God is leading them, within the vision and framework he has given to AIM.
- 6. Glorifying God by striving for excellence.** Working to the highest standard possible, while also treating one another and ourselves with grace.
- 7. A culture of openness and accountability.** Our goal is to have a culture of transparency, communication and accountability at all levels, where it is safe for both leaders and staff to be honest and engage in constructive conflict.

## Appendix C: Privacy policy

Africa Inland Mission International, a company limited by guarantee (04598557), a registered charity in England and Wales (1096364) and a charity registered in Scotland (SC037594) is the Data Controller for the personal data of job applicants.

For the purposes of recruitment for AIM posts our lawful basis for processing your personal data is our legitimate interests in administering the recruitment process, reviewing candidates' suitability for a post and in seeing vacancies filled by letting individuals know of other AIM posts that may be of interest to them. A copy of our legitimate interest assessment is available upon request. Should you not wish to be contacted about future AIM vacancies that we believe may be of interest to you then please inform us by emailing [applications.eu@aimint.org](mailto:applications.eu@aimint.org).

The GDPR provides rights to individuals whose personal data is processed by AIM; specifically the right to be informed, the right to access data we hold about you, the right to object to direct marketing, the right to object to processing carried out on the basis of legitimate interest, the right to erasure (in some circumstances), the right of data portability, the right to have your data rectified if it's inaccurate and the right to have your data restricted or blocked from processing. For more information please visit [eu.aimint.org/privacy](http://eu.aimint.org/privacy).

We do not trade personal data for commercial purposes and will only disclose it if required by law, as part of our legitimate interests, or with your consent. Your personal data will only be accessible to individuals employed by AIM and will be held on our secure servers; it will not be transferred outside of the European Economic Area (EEA) at any time.

Any correspondence/application forms/cover letters/aptitude tests/interview notes/feedback or any other material (whether paper or electronic) relating to the position will be kept by AIM for a period of twelve months from the date the post is filled and then securely destroyed. Information relating to the successful applicant will be moved to their personnel file and retained for a period of six years from the date their employment ceases.

## How to Apply

- Please send a covering letter explaining why you would be a good fit for this role, referencing the job description and person specification together with a copy of your CV and your completed application form to Julie Bailey, Personnel Manager at [applications.eu@aimint.org](mailto:applications.eu@aimint.org) to arrive by **5pm on Friday 25th October 2024**.
- AIM is not able to sponsor work visas. Due to the requirements of the UK Border and Immigration Agency, only applicants whose immigration status already entitles them to work without restriction in the UK will be considered for this post. Applicants who are not UK nationals, but who are entitled to work without restriction in the UK, will be considered on an equal basis with UK nationals. Please visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for more information.
- Please include a signed copy of our Statement of Faith (Appendix A).
- In order for us to acknowledge receipt of your application please provide us with your preferred email address on your covering letter.
- Interviews are planned for **Monday 4th November** and will take place in person in our Nottingham office. Short listing will take place on **Tuesday 29th October 2024**. Please note that we will not contact you as to whether or not you have been selected for interview until after short listing has taken place.

