



**cmsireland**  
equipping the church **in mission**

# Administration Coordinator Application Pack

March 2025

## Job Opportunity

### Post: Administration Coordinator (Maternity Cover)

#### Introduction

CMSI is seeking to appoint a part-time **Administration Coordinator** to work in our busy Belfast office for a nine-month period of maternity cover, commencing March 2025.

This is an exciting opportunity for a committed, motivated and resourceful individual to play an important part in CMSI's mission and ministry. The successful candidate will work in CMSI's Belfast office, overseeing the administration function of the society and managing the day-to-day administration activities of the office. As part of an office team of seven staff and occasional volunteers, the Administration Coordinator will play a key role in helping ensure that the society is efficient and effective in its work.

A job description is available for this post, outlining the key tasks and responsibilities of the role and the terms and conditions related to the appointment.

#### Application Process

The recruitment process includes the submission of a CV, supporting statement and subsequent interview. The supporting statement should outline how you think you meet the selection criteria listed overleaf. The statement should be no more than 650 words and should draw attention to experience, skills and achievements that are relevant to this post, which have been gained in past employment and/or unpaid activities.

CMSI reserves the right to request that the successful applicant obtains a medical.

We are only able to offer employment to candidates with the legal right to work in the UK.

#### Application Submission

Applications should be submitted with a short covering letter, via e-mail or hard copy, to **Gillian Maganda** (Personnel Manager) by **1pm on Wednesday 12<sup>th</sup> March 2025**.

Interviews are scheduled to take place on **Thursday 20<sup>th</sup> March 2025**.

**personnel@cmsireland.org**  
**028 90775020**

**CMS Ireland**  
**Sir Thomas & Lady Dixon Park**  
**245a Upper Malone Road**  
**Belfast**  
**BT17 9LA**

## Person Specification

### Administration Coordinator

Attributes	Essential Criteria	Desirable Criteria
Qualifications and training	<ul style="list-style-type: none"> <li>A minimum of 5 GCSE or equivalent qualifications at Grades A-C, including English Language and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>OCR/RSA Stage II Word Processing or equivalent qualification.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Computer Literate, including use of Microsoft Office programmes.</li> <li>Some knowledge/awareness of the Church in Ireland and the work of mission agencies.</li> <li>Familiarity with CRM systems or similar contacts' database.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of office systems.</li> <li>Knowledge of the various structures and organisation of the Church of Ireland.</li> <li>An understanding of Global Mission.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in an office environment in an administrative capacity.</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of two years' experience in an administrative or secretarial role.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Good communication skills, both written and oral – including an excellent telephone manner.</li> <li>Good organisational skills.</li> <li>Good interpersonal skills – an ability to relate well with a range of people.</li> <li>Good teamwork skills.</li> <li>An ability to work on own initiative within boundaries and to manage own workload.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use franking machine and photocopier.</li> <li>Experience in scheduling posts to social media platforms.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A personal Christian faith and a willingness to participate in weekly staff devotions.</li> <li>Supportive of CMSI's ethos and its approach to mission and be willing to sign-up to CMSI's 'Statement Of Faith.'</li> <li>Outgoing and personable – able to engage well with others.</li> </ul>	

# Job Description

**Post:** Administration Coordinator

**Responsible to:** Personnel Manager

## Introduction

CMSI exists to help the Church change lives. We make connections between different parts of God's global family and we equip churches and individuals as they work together to share God's transforming love.

The staff team, alongside our volunteers, is involved in a range of activities across the following areas:

- Facilitating and nurturing partnership links between churches in Ireland and our Global Partners
- Sending and receiving individuals on mission placements that support the local Church
- Inspiring and equipping individuals and churches in Ireland to engage more deeply in mission
- Providing support for the work of our Global Partners – through prayer, personnel, friendship and finance

## Purpose of the role

The Administration Coordinator oversees the administration functions for CMSI, helps ensure the effective running of the office and provides administrative support for the Mission Director and Board of Trustees, as required.

## Main Responsibilities

- Oversee the general office administration functions of CMSI.
- Manage the content, use and development of the CRM database.
- Provide reception and telephone duties.
- Help facilitate regular mailings in conjunction with other departments.
- Provide administrative support to the Mission Director and Board of Trustees, as required.
- Liaise with service providers to ensure effective running and maintenance of CMSI's Belfast office.
- Support the Finance Coordinator in processing donations.
- Assist the Communications Coordinator in scheduling and posting prayer diary entries and social media posts.

## Terms and Conditions

- **Place:** CMSI's Belfast Office
- **Hours of Work:** 23 hours per week over 4 days (negotiable)
- **Salary:** The salary for the post is £23,250
- **Duration:** 7/8 months maternity cover (fixed-term contract).
- **Start Date:** March 2025
- **Probationary Period:** 2 months
- **Pension:** A defined benefits scheme is in operation to be backdated to the date of appointment, on successful completion of the probationary period.
- **Other Benefits:** A Life Assurance Scheme is in place for all CMSI staff.
- **Expenses:** Travel and other expenses incurred in carrying out the duties of the post will be paid in accordance with CMSI's expenses policy.
- **Annual Leave:** The Leave Year runs from 1<sup>st</sup> November to 31<sup>st</sup> October. The annual leave entitlement is 26 days (23 days + 3 days during Christmas week) pro-rata, plus statutory days.
- **Sick Leave:** CMSI employees are entitled to paid sick leave. Details of this entitlement are set out in the Contract of Employment & Staff Handbook.
- **Notice:** One week's notice, in writing, is required for the termination of the appointment by either party.

# Introducing CMS Ireland

## Who we are

CMSI (Church Mission Society Ireland) is a Christian mission organisation that exists to help God's people engage in God's mission. We make connections between different parts of God's global family, and we equip churches and individuals as they work together to share God's transforming love.

CMSI is part of the global CMS family, which was established in 1799 with a threefold focus:

- the abolition of the slave trade
- social reform at home
- world evangelisation

CMSI's own story started in 1814, with the formation of the Hibernian Church Missionary Society. Since then, we've worked with the Church - in Ireland and across the world - as it responds to both spiritual and physical needs.

Our history, identity and most of our work is associated with the Anglican Communion, but we work across denominations to equip the Church in mission.

## How we work

CMSI's work is shaped by our commitment to a number of **guiding principles**...

- **Relationships:** Valuing people and prioritising personal connections in all that we do. Recognising the value of face-to-face encounters.
- **Partnership within God's global family:** Striving for two-way exchange - giving and receiving; promoting interconnectedness and interdependence.
- **Respecting and responding to our Global Partners:** Prioritising those things that matter most to our partners. Recognising our partners' expertise and authority. Listening to one another and sharing ideas together.
- **Long-term faithfulness to our Global Partners:** Standing with our partners in hard places, through difficult times. Sharing their joys and sorrows. Journeying together.
- **Serving the whole Church at it engages in mission:** Inspiring, equipping and facilitating God's people, as the Body of Christ, to fulfil their mission calling; working across Ireland and with our Global Partners.
- **Working with the local church, wherever that may be:** Championing local expressions of mission; encouraging churches in Ireland and our Global Partners to help one another live out God's transforming love in their own communities.
- **A holistic approach to mission:** Embracing biblical principles and following Christ's example in bringing life in all its fullness. Promoting and practicing mission that is integral in nature: both spiritual and physical; both evangelism and social justice; both proclamation and demonstration.

## Our Strategic Priorities

CMSI is currently part-way through a five-year strategic plan under the title: **Connect, Equip, Transform**. The various aims and objectives that make up this plan support the following five priority areas:

**Priority 1:** More people engaging actively in mission

**Priority 2:** More support for the things that matter most to our Global Partners

**Priority 3:** More parishes engaged in fruitful, transforming Partnership Links

**Priority 4:** Greater presence and engagement across the whole of Ireland

**Priority 5:** A larger and more active community of individual CMSI supporters

## Our Global Partners

CMSI currently works in relationship with 20 Global Partners, 10 countries and 1 local partner in Ireland. These are dioceses, churches and Christian organisations that are engaged in holistic mission within their own context.

Our relationships with these Global Partners provide the context for all of work, whether it's sending teams, organising mission placements for individuals, facilitating visits to Ireland from the global Church, sharing stories of God at work or producing resources to help inspire and equip churches.

Country/Region	Global Partner
Alexandria (a Province of the Anglican Church that was formerly known as 'The Diocese of Egypt, with North Africa and the Horn of Africa')	Province of Alexandria
Burundi	Diocese of Matana
	Diocese of Gitega
Democratic Republic of Congo	Diocese of North Kivu
	Diocese of Kindu
	Diocese of Bukavu (with Goma)
Kenya	Diocese of Kajiado
	Urban Development Programme, Nairobi
Nepal	Human Development & Community Services (HDCS)
	Sundar Dhoka Church
Rwanda	Diocese of Shyogwe
	Diocese of Kibungo
South Sudan	Diocese of Ezo
	Diocese of Ibba
	Diocese of Maridi
	Diocese of Olo
	Diocese of Yei
Tanzania	Diocese of Kondo
Uganda	Diocese of Madi-West Nile
	Diocese of Luweero
Zambia	Diocese of Northern Zambia

# CMSI Statement of Faith

## What we believe...

### ..about God

- We believe that God is the Creator of the Universe, of our world and of humankind – whom He made in His image
- We believe that the Bible reveals God as Triune: the Father, the Son and the Holy Spirit
- We believe that we are loved unconditionally by our Father God, who adopts us into His family and invites us to participate in His work of mission
- We believe that Jesus – the Word made flesh – is the Messiah, promised to God’s people throughout Scripture. Through his death on the cross, Jesus took upon himself the sin of the world, bearing the full penalty for sin. By faith in Christ and by his grace, our relationship with God is restored and we find salvation
- We believe that through his life, death and resurrection, Jesus reveals God’s transforming love and power and shows us how to live within the Kingdom of God
- We believe that the same Holy Spirit who empowered Jesus’ ministry is at work today, empowering and equipping God’s people

### ..about the Bible

- We believe and submit to the Bible as the inspired and authoritative Word of God
- We believe that the Bible reveals God’s character, His purposes and His heart for justice, redemption and for the restoration and renewal of humanity and all of creation

### ..about the Church

- We believe that Christians, God’s people, have been adopted into a global family that is the worldwide Church. Christ is the head of this Church
- We believe that the Church has been called to Love God and to Love others. Worship, mission and discipleship are the inseparable priorities of the Church

### ..about Mission

- We believe that mission is the shared responsibility of the whole Church – every disciple, every community of faith
- We believe that God’s mission is concerned with making disciples, with proclaiming and extending the Kingdom of God, with sharing God’s transforming love and grace with the world
- We believe that God’s mission, as revealed in the Bible, is holistic in nature – concerned with both proclamation *and* demonstration, both spiritual *and* physical

As an organisation whose roots and identity are strongly embedded in the Anglican Church, CMSI seeks to uphold and champion the **Five Marks of Mission** of the Anglican Communion:

- ❖ To proclaim the Good News of the Kingdom
- ❖ To teach, baptise and nurture new believers
- ❖ To respond to human need by loving service
- ❖ To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- ❖ To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

In CMSI, our primary calling is to equip the Church in mission: we work with the Church in Ireland and with our Global Partners to help God’s people engage in God’s mission. We recognise and embrace the diversity that exists throughout God’s worldwide Church, and we seek to walk in patient, respectful partnership with those who share our core beliefs, as outlined above.