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Engagement Support Lead, European Mission Fellowship

We are looking to expand and modernise the way in which we operate as a mission, and with one of our staff team leaving us in Spring 2023, we are planning to take on additional staff members. We have a number of part-time roles, but there is the possibility of combining these into a full-time role, depending on skills.

Role

You would be responsible for all the office-based support activities needed to maintain excellent interaction with supporters of the mission, individuals, churches, and other organisations, and to support mission representatives who are engaging directly with churches and presenting the work of the mission. This tasks would include:

Ensuring contact data excellence

- Ensuring that data records of supporters, their preferences and interactions with EMF are accurately maintained in CRM (Customer Relationship Management) and finance systems, and that high levels of data accuracy are maintained. (Others in the team would also contribute to data input and update)
- Providing analysis and reports to others in the organisation who are engaging with supporters

Financial Administration:

- Ensuring donations are acknowledged in a timely manner
- Providing financial information analysis and reports to others in the organisation who are engaging with supporters

Supporter communications:

- Taking the lead on certain regular communications, including regular EMF newsletters.
- Overseeing interactions on social media, to ensure a regular flow of varied information (even though different people in the team would be responsible for the content)

Planning engagement with supporters:

- Helping to plan for future engagement with churches and other supporters, as well as potential new supporting churches. These meetings include church meetings, meetings with ministers and mission reps, missionary deputation. The role would be to help plan these meetings, alongside other colleagues involved in church engagement, in support of others in the team who would be participating in the meetings.

You would report to the Church Partnership Coordinator.

Christian profession

Candidates should be professing evangelical Christians who are in agreement with our [Doctrinal Basis](#) and are in good standing with their home church. We would normally like their church to be supportive of their application, with one of the referees being the minister or elder of the church.

Required Skills

Candidates should be efficient and well organised and have a good experience of working with CRM systems, finance systems, and Microsoft Office tools (including Excel), as well as good experience in managing data.

Location

This role could be a home-based role or office-based role. Our offices are located within the Old Rectory, Glenfield, 4 miles from Leicester city centre, yet less than a five-minute drive from the M1, M69, A46 and A50 road network. There is free car parking for staff.

Flexible working arrangements

We can offer very flexible working arrangements, including hours of work, and working from home.

Holidays

You would be entitled to the equivalent of 25 days holiday per year (for full-time role, pro-rata with respect to part-time hour), in addition to public holidays.

Job Summary

Job Category: Administration

Job Type: Part time (2-3 days per week, to be agreed), Permanent

Salary: Full time salary £22,000 - £25,000 (Based on Experience) – pro-rata based on working hours

Contact: Andrew Birch (andrew.birch@europeanmission.org) or 07561 066941

Further details: www.europeanmission.org/employment-opportunities

About European Mission Fellowship

European Mission Fellowship is a Christian, Reformed, Evangelical organisation that supports local churches, missionaries, church planting, publishing, and theological education in Europe. We work in: Belgium, Bulgaria, Czech Republic, Denmark, Finland, France, Germany, Greece, Italy, Moldova, Norway, Poland, Portugal, Republic of Ireland, Romania, Spain, Switzerland, Ukraine, and the United Kingdom. Registered Charity: 1071823

Version Issue 1.1

8/12/2022