

Job Description: Head of Mission Personnel

Appointed by:	Exec, in consultation with Council
Reports to:	Director, UFM Worldwide
Responsible for:	Head of Women's Pastoral Ministry Personnel Coordinators
Hours and Location:	Full time, working in our Swindon office
Salary:	M4-M5 on the classroom teacher payscale depending on experience
Date Last Reviewed:	April 2026

Job Summary

Responsibility for overseeing all personnel related functions within UFM Worldwide and for ensuring pastoral care is administered appropriately to all mission personnel. This role includes membership of the Senior Leadership Team.

Responsibilities

1. *Personnel Procedures & Pastoral Care*

- 1.1 To advise the Director and Council (UFM's trustee group) on UFM's personnel policies and to take full responsibility for the implementation of agreed policies
- 1.2 To maintain and oversee an effective candidate application and approval procedure for applicants for long and short term workers, ensuring that sending churches are fully involved in the process
- 1.3 To oversee administration of interview panels for the approval of applicants, review panels for those changing ministry or completing service with UFM, as well as annual reviews and four-year termly reviews for current UFM mission partners
- 1.4 To maintain and develop thorough orientation and debriefing processes for all mission partners, together with provision for those going through the re-entry process
- 1.5 To oversee the provision of UFM's pastoral care for all mission partners, delivered in a way that complements the care from the sending church and the receiving context
- 1.6 To be actively involved in delivering pastoral care by being the first point of contact for a group of UFM mission partners
- 1.7 To ensure the active involvement of supporting churches from an initial expression of interest to the end of service with UFM, in collaboration with our Head of Partnerships and Sending Church Consultant
- 1.8 To oversee, develop and maintain links with relevant organisations and individuals providing services for mission partners' health and welfare, including but not limited to medical assessment, psychological evaluations and access to appropriate counselling provision
- 1.9 To support the Head of Women's Pastoral Ministry, the TCK coordinator and our TCK volunteers to ensure that families and children are well cared for pastorally and to consider issues such as options for children's education
- 1.10 To oversee and be involved in the rolling programme of regular in-country mission partner visits, as well as advising when more urgent visits may be needed

- 1.11 To support the Director by ensuring he/she has all relevant information relating to personnel matters, and ensuring he/she is informed as soon as practically possible of any events or circumstances which might require his/her involvement
- 1.12 To ensure that all relevant legislation is known, understood and complied with

2 Personnel Administration & Finance

- 2.1 To lead the personnel team to ensure an efficient and robust service is provided to all mission partners regarding health provision, insurances, crisis response, risk assessments and evacuation arrangements
- 2.2 To continually monitor political and other developments to ensure UFM is as prepared as possible for events which might require specialist or rapid action to protect mission partners and their families
- 2.3 To liaise with the Head of Finance & Operations regarding the health or otherwise of mission partners' support accounts, and to make recommendations to the Director and the Head of Finance & Operations over any shortfalls in support or other financial concerns
- 2.4 To review at least annually the support levels for individual mission partners, taking into account the local cost of living, exchange rates and other relevant factors, and making recommendations to the Head of Finance & Operations for the budgeting process

3 Team Management

- 3.1 To oversee and support the work of the Head of Women's Pastoral Ministry
- 3.2 To lead and manage the personnel administration team through the two Personnel Coordinators
- 3.3 To support other members of the Senior Leadership Team and volunteers who have pastoral responsibilities as First Points of Contact for UFM mission partners. To provide advice, encouragement and consultation for people in their pastoral care
- 3.4 To consider and facilitate the growth in pastoral gifting of UFM staff and volunteers who have pastoral responsibilities through appropriate training and development opportunities
- 3.5 To conduct Annual Appraisals for all direct reports

4 Other duties

- 4.1 To engage with and visit sending church leaders
- 4.2 For suitable candidates, to promote the work of UFM, including speaking about UFM's work and sharing about world mission in churches and other Christian groups
- 4.3 Along with other relevant staff members, to deliver resources to help equip local churches in their sending ministry
- 4.4 To function effectively as a member of the Senior Leadership Team, advising particularly on strategy relating to the Personnel function
- 4.5 To oversee conferences and events for mission partners and enquirers, such as Summer Conference and Called to Serve, leading the team to deliver these and similar events which may occur from time to time
- 4.6 Sharing in the pastoral support of the staff team

5 Prayer

- 5.1 To lead by example in praying regularly, both privately and publicly, for UFM, mission partners and staff, encouraging them to do likewise
- 5.2 To provide information to supporters and others which will motivate them to pray intelligently and regularly for UFM, its work and people.

The duties listed are not exhaustive. Additional hours of work may be required, as determined by the needs of UFM, and employees may be required to undertake additional duties, responsibilities and projects as appropriate.

This role will involve travelling, both locally and internationally, with the potential for some evening and weekend working.

Whilst UFM wishes to make its work widely known, it is expected that all employees will exercise appropriate confidentiality at all times. This includes but is not limited to compliance with the provisions of the GDPR.

UFM Worldwide is committed to safeguarding and promoting the welfare of children/adults at risk. We expect all staff and volunteers to share this commitment and be willing to undertake the relevant safeguarding check and references.

The Individual

Capability, Knowledge & Experience

- Clear pastoral judgement, ideally with experience in the care of those serving cross-culturally
- Church pastoral experience a strong advantage
- Cross-cultural ministry experience a strong advantage
- Strong administrative and organisational skills
- Able to employ a collaborative approach when dealing with complex pastoral situations
- Previous experience of operating in a Christian environment desirable
- Excellent public speaking and presentation skills
- Flexible, able to respond to unexpected circumstances decisively but with sensitivity and wisdom
- Understanding of and able to relate well to sending church leaders

Education & Qualifications

- Good standard of general education
- Bible College training advantageous but not essential
- Knowledge of a relevant foreign language(s) could be useful

Personal Characteristics

- A committed Christian with beliefs and a lifestyle which are compatible with and supportive of UFM's Statement of Faith and ethos
- A willingness to travel internationally when required
- Demonstrated integrity in both personal and professional life