

## Job Description: **Personnel Officer – Full Time**

**Job based at:** One Mission Society (OMS) UK Headquarters, 114A Holywood Road, Belfast BT4 1NU

**Responsible to:** UK Executive Director

**Salary:** £17-£20K (Depending on experience)

### **Job Summary:**

Working as part of an established team in the OMS UK Headquarters in Belfast. This full time role is responsible for the recruitment and care of homeland and overseas missionaries from initial enquiry stage through to post placement. As part of this role the successful candidate will also be expected to attend and take part in meetings, conferences and functions to promote OMS.

**Part Time:** This role is being recruited as a full time post, a part-time role may be considered if it meets the needs of the organisation.

### **Summary of Essential Functions:**

- Responsible for the complete application process for short term and long term missionary candidates
- Arranging and taking part in candidate interviews, overseeing selection of missionary candidates, alongside the Executive Director
- Maintenance of accurate records including original documents and computer databases records
- Communication with overseas colleagues to arrange appropriate placements
- Arranging and providing, as part of a team, suitable pre-field training for missionary candidates
- Provide appropriate Pastoral and Member Care support to all members of OMS UK, as part of the team
- Representing OMS UK at conferences, meetings and presentations.
- Encouraging the recruitment of young people to join in the work of OMS through attendance at student events, CU Meetings and various conferences
- Maintaining and communicating regular statistical reports for various meetings
- Working closely with the Executive Director to ensure legal and best practice compliance for all aspects of the process
- Providing up-to-date information for the production of recruitment and general OMS literature
- Supporting all aspects of the work and other staff members as required.

### **Essential criteria:**

- Good presentational skills
- Genuine desire to serve in mission and passion for worldwide outreach
- Excellent interpersonal skills with a pastoral heart
- Experience of cross cultural work
- Self-motivated, organised and a strong team player
- Computer literate with experience in using Microsoft Office Suite
- Access to own transport and willingness to travel, as appropriate
- Able to demonstrate understanding and acceptance of the OMS statement of faith.
- Committed Evangelical Christian

**Desirable Criteria:**

- Experience of overseas mission work
- Experience of Office 365.

Experience as a Personnel officer or experience in Human Resources, whilst advantageous, is not specifically required. Full training will be provided to the successful candidate.

**Conditions:**

The hours will be 37.5 hours per week, worked on a flexi or rolling basis as the role demands

There will be 20 days paid holiday per year plus bank holidays and a period between Christmas and the New Year with the office closes.

Salary: £17-£20K (Depending on experience)

*There is a genuine occupational requirement for this role to be held by a committed Christian, able to agree with the OMS statement of belief. They must be able to offer appropriate Christian support to applicants, colleagues and supporters, and be able to proactively take part in organised events such as prayer meetings and conferences and represent OMS to supporters, enquirers as an Evangelical Christian Mission Organisation.*

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time as required.

**Further Information**

For an application form, further information, or for an informal chat, please contact Walter McCorkell, telephone 02890652040 or 01612837992, or email [wmccorkell@onemissionsociety.org](mailto:wmccorkell@onemissionsociety.org). Alternatively please submit a CV with a covering letter to:

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