

Personnel Director Job Description

The New Zealand Church Missionary Society (NZCMS) is a community of mission service, who are all about partnering with the church to make mission central for every follower of Jesus. With roots stretching back over 200 years, NZCMS was founded in 1892 and is still going strong.

In response to the growth in the number of our Mission Partners an opportunity has arisen for a full time Personnel Director. This person will work alongside the part-time Personnel Assistant to together oversee the mission personnel aspects of our strategy.

GENERAL DESCRIPTION OF POSITION

The importance of careful, strategic and solid support for people involved in cross-cultural mission cannot be understated and often makes the difference between fruitful ministry and burnt-out workers. At NZCMS we place a high value on ensuring our Mission Partners are enabled to thrive in the ministry God has called them to.

This is where you come in. The Personnel Director's role is primarily about offering care and support for a number of our Mission Partners, which includes providing pastoral care, administrative support, risk management and crisis planning support, and cross-cultural advice.

The Personnel Director and Personnel Assistant work closely together to provide this high level of pastoral and administrative support for the Society's Mission Partners. They each have a portfolio of Mission Partners they are primarily responsible for. The role involves intentionally seeking and identifying suitable people as Mission Partners, placing them in locations as set out in the NZCMS Strategic Plan, and developing and maintaining effective supportive relationships with them as well as with the Church in New Zealand and our placement partners overseas. The Personnel Director is accountable to the National Director.

ESSENTIAL JOB FUNCTIONS (in relation to Mission Partners in Personnel Director's portfolio)

1. To provide pastoral care for Mission Partners.

- Communicating with Mission Partners on a regular basis
- Visiting Mission Partners on location
- Overseeing the strategic appraisal of Mission Partners' work
- Ensuring the highest level of professional support and pastoral care is provided for Mission Partners

2. To oversee administrative support for Mission Partners

- Liaising with overseas partners to identify appropriate mission placements
- Overseeing potential Mission Partner's application process including interviews and preparation for departure
- Developing and implementing the budgets for Mission Partners in consultation with the National Director

3. To liaise with Churches and organisations in order to enable the support of Mission Partners

- Encouraging and assisting churches and members to support mission and Mission Partners
- In partnership with other staff, supporting Mission Partners during Leave and Home Service in New Zealand and when they return to resettle in New Zealand. In partnership with other staff, building and maintaining strong home support teams for Mission Partners and organising events to recruit and equip Mission Partners
- Liaising with other mission organisations to develop appropriate synergies in Mission Partner deployment

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

Theological Attributes

- A global vision of God's purposes and the Gospel imperative
- A living and growing personal spiritual life
- Evangelical convictions and belief demonstrated by word and action both privately and publicly, and a commitment to NZCMS [values and vision](#)
- A clear understanding of missiological issues and their theological basis

Personal and Professional Attributes

- Pastoral heart and skills, and ability to relate easily to people from a wide range of backgrounds. Counselling skills are desirable
- Ability to think strategically and creatively, with strong problem solving skills
- Strong communication skills. Ability to use electronic media to communicate is essential
- An openness to God's leading and a willingness to learn
- Ability to motivate and encourage others, and to exercise leadership
- Ability to self-manage and prioritize. Organised
- Cross-cultural insight and experience. Experience of living cross-culturally desirable
- Flexibility to work weekends and evenings when needed
- Willingness and freedom to travel within New Zealand and overseas for up to four weeks at a time
- Possess down-to-earth common sense as well as a reliance on the leading of the Holy Spirit
- Be a team player and have a servant heart
- Sense of humour
- Possess a current driver's licence
- Has the legal right to live and work in New Zealand

Applications close on 30 October 2016. CV and cover letter, including names and contact details of three referees, to be sent to Steve Maina, National Director, NZCMS: steve@nzcms.org.nz.

Short-listed applicants will need to fill in an additional application form.