

# NZ CHURCH MISSIONARY SOCIETY

## Vocational Recruitment Coordinator

### Job description

**Post:** Vocational Recruitment Coordinator (VRC)

**Responsible to:** National Director

**Hours:** Full time (35 hours per week)

### Introduction

NZCMS' overall goal is to see mission at the centre for every follower of Jesus. We offer a range of services for people to be enthused, equipped and engaged in mission whether that is in New Zealand or further afield. We want the world to know Jesus. Our vision is to see disciples of Jesus transforming every sphere of life across cultures around the world, especially in the Asia/Pacific region.

NZCMS has been in operation for over 125 years. We it has always followed the missional principles that were first expressed by John Venn in 1799. We seek to:

- a) Follow God's leading
- b) Send out people of the highest calibre
- c) Start small
- d) Put money in second place, not first
- e) Depend on the Spirit of God for success

NZCMS supports nearly 40 Mission Partners around the world who are aligned with local organisations and communities in the countries where they serve, and are supported by nearly 200 link churches in New Zealand. We want to grow this number by 10 Mission Partners each year for the next 3 years. This is where the Vocational Recruitment Coordinator (VRC) comes in - to help us seek and send out people of the highest calibre. To find out more about the work of The Society please visit:

[www.nzcms.org.nz](http://www.nzcms.org.nz)

### Job Context

NZCMS targets a specific geographic region in Asia Pacific - although we are also involved in other parts of the world - offering specific expertise as needed.

NZCMS has a Trust Board that meets 3 times a year and is supported by 11 staff that run a range of activities.

The VRC is essential in delivering the vision to seeing disciples of Jesus transforming lives and communities around the world, especially in the Asia/Pacific region. He/She will use a combination of innovative marketing strategies and quality recruitment practices to ensure that we have teams of highly skilled individuals that enable us to support the global church and communities in mission. The VRC oversees the identification of the right people who are then passed into the care of the other members of staff who look after the later stages of the process.

### **Purpose of Job**

The VRC's primary role involves finding opportunities to place people in strategic locations overseas, alongside finding the right people for those strategic opportunities. The VRC is responsible for the recruitment of Mission Partners; long-termers, short-termers, GAP, and interns. Recruitment for these programmes is developed in response to the needs and strategies of NZCMS. As a member of the Personnel Team, the VRC is also involved in the development of Mission Partners recruitment and selection policy and practice. The VRC will identify, train and oversee the work of the Vocational Recruitment Volunteers, liaising closely with the Mission Personnel Team.

### **Key Relationships**

The VRC works closely with other teams (Mobilisation & Personnel) within NZCMS to ensure an effective and cohesive approach. Critical to this post is the ability to work across teams promoting and ensuring an effective process of recruitment and selection. Key relationships in this process include the Mission Enablers, Youth Mobiliser, the Communications team and the Mission Personnel team.

### **Key Responsibilities/or Tasks**

- Oversee the ongoing development, implementation, and monitoring of the NZCMS recruitment strategy and play a central role in the cross-team recruitment working group
- Liaise closely with the Communications team and the National Director in the advertising and marketing of recruitment opportunities and represent NZCMS at recruitment events
- Work directly with the international partner organisations on all aspects of recruitment of Mission Partners, including finding strategic opportunities overseas
- Oversee the recruitment process of potential Mission Partners on all NZCMS programmes (Mission Partners, Short termers, GAP and Mission Internship). This may include attending Mission Partner selection interviews
- Recruit and train volunteers internally in NZCMS, keeping all volunteers updated with selection practice and connected to NZCMS

- Promote commitment to missionary service through speaking, writing and networking opportunities
- Ensure thorough and appropriate selection of new Mission Partners in collaboration with the Personnel Committee
- Maintain current information as to opportunities for mission service
- Develop and implement marketing and recruitment strategies and systems necessary to attract and select the people we need to deliver our organisational goals
- Ensure effective, efficient and professional management and screening of all incoming applicants
- Regular reporting and analysis of recruitment practices
- Manage relationships with external providers of recruitment services and other providers as appropriate
- Report on recruitment and selection trends and contribute to the development of Mission Partners recruitment and selection policy and practice
- Undertake the administration associated with the above functions with the support of the Vocational Recruitment Volunteers
- Keep up to date with developments in mission by reading relevant journals, going to meetings and attending courses
- Work occasional weekends/evenings e.g. attending certain festivals, meetings, interviews, conferences etc. Occasional travel overseas is necessary
- Carry out any additional duties commensurate with the role as required by the National Director

## PERSON SPECIFICATION

### Vocational Recruitment Coordinator

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level qualification and/or equivalent</li> </ul>	Marketing, Communication, or HR qualification or equivalent industry experience
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant recruitment and interviewing experience</li> <li>Cross-cultural experience, including experience of living and working overseas.</li> </ul>	<ul style="list-style-type: none"> <li>Worked in a Christian organisation.</li> <li>Cross-cultural mission experience in Asia.</li> <li>International recruitment and selection experience</li> <li>Team management experience</li> <li>Some experience in delivering training</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Well developed listening and interviewing skills</li> <li>Excellent written and presentation skills</li> <li>Exceptional planning and time management skills</li> <li>Excellent human relations skills</li> <li>Word processing and database skills. Adaptable to new IT systems</li> <li>Strong influencing skills and the initiative to lead a project team and/or to be a team player</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use MS Word, Excel and Outlook</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Contemporary mission issues</li> <li>The pressures and stresses involved in cross-cultural Christian mission work</li> <li>Contemporary society</li> <li>Good recruitment practice</li> <li>Efficient administration procedures</li> </ul>	<ul style="list-style-type: none"> <li>Anglican church</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Woo</li> <li>• Able to work under pressure</li> <li>• Pro-active and self-motivated.</li> <li>• Attention to detail.</li> <li>• Able to handle confidential information.</li> <li>• Team worker.</li> <li>• Able quickly to establish good and trusting relationships with people.</li> <li>• Culturally sensitive.</li> <li>• Flexible</li> <li>• Ambitious and proactive</li> <li>• Adaptable</li> <li>• Willingness to learn</li> <li>• Positive thinking</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Committed to the ethos and values of NZCMS</li> <li>• Willing to work some weekends and evenings</li> <li>• Ability to travel within New Zealand and overseas</li> </ul>	

**Expressions of interest to be sent to National Director NZCMS- [steve@nzcms.org.nz](mailto:steve@nzcms.org.nz)  
Applications close on 2 July 2018**