

Executive Officer

Position Description

Shape

Reports to: The Council of Missions Interlink, through its Chairperson.

**R**esponsible for: Any staff appointed by the organisation.

Position function: To provide executive leadership to the missions movement in New Zealand by promoting global mission; assisting agencies, churches and their members to enhance their effectiveness; and speaking on behalf of the members of Missions Interlink where a representative voice is required.

Character Traits: The successful applicant for this role will be a mature Christian with a passion for and experience in evangelical mission work.

He or she will:

* be a keen learner, keeping abreast of developments in contemporary global mission,
* evidence an active spirituality, a God honouring lifestyle, a love for God’s Word, and readiness for prayer,
* have leadership experience, and the ability to maintain a high level of credibility in all leadership circles,
* relate well to other leaders in both the Christian and ‘marketplace’ arenas as a Christian ‘statesperson’
* be able to work with a wide variety of denominational perspectives,
* be self-disciplined, emotionally mature, and able to relate widely without prejudice,
* able to contribute spiritually and wisely with advice for the development of member organisations when required.

## Core Responsibilities

**1. Strengthen the community by:**

* 1. regular communiqués updating members of latest member news and missions news relevant to the New Zealand missions scene,
  2. ensuring current content on the MI website
  3. Maintain downloadable resources from and for member organisations,
  4. maintaining a database of members’ contact details and other information, and making it readily available to the public as appropriate (e.g. MI Directory on website)
  5. meeting regularly with various groups of members as appropriate (i.e. because of their locale, or activity focus, or common interest, etc)

**2. Facilitate cooperation and collaboration between member organisations by:**

* 1. organisational resource sharing (technical, administrative, strategic, logistic and purchasing resources, etc),
  2. cross-pollination of ideas, experience, and expertise,
  3. personnel development (member care, pastoral care, leadership development, etc),

**3. Facilitate the equipping of the Missions Interlink community through:**

* 1. specialist forums (training providers, church mission reps, agency leaders, administrators forums, ‘hot mission topics’, etc),
  2. “best practice workshops and training
  3. Enhancing church/mission organisation relationship enhancement
  4. cross-cultural and missions education opportunities and events

**4. Facilitate opportunities for the Mission Interlink Community to be informed and grapple with Contemporary missions issues and trends through:**

* 1. hosting occasional conferences to highlight them,
  2. initiating discussion groups on issues,
  3. encouraging and promoting member organisation initiatives to educate the wider community about the issues.

**5. Represent member organisations in public forums through:**

* 1. participation in community and Government initiatives where they relate to cross-cultural and mission issues,
  2. representation of member organisations (individually or collectively) to the media during times of crisis or regarding potentially contentious issues, when requested by the member organisation(s),
  3. obtaining relevant public information on behalf of member organisations (e.g. tax law changes, employment regulation changes, etc).
  4. Ensure representation of MI with NZCN and other evangelical church alliances
  5. The World Evangelical Alliance Missions Commission and its working groups / task forces,
  6. Similar national evangelical missions alliances (e.g. Missions Interlink Australia, Global Connections UK, etc),
  7. Operation World and other statistical reference providers.

**6. Supervise management of Missions Interlink including – administrator and external contractors or parties to ensure that the day to day, monthly and annual management needs of Missions Interlink are accomplished entirely and one time.** These include:

* 1. financial projection, management, reporting, and auditing,
  2. Fundraising, including growing the subscription contributing membership in Missions Interlink grows
  3. other compliance requirements,
  4. regular council meetings,
  5. annual general meetings

**7. Facilitate and encourage the development of cluster groups:**

1. Regionally
2. Around common interest (affinity)

## The Employment Period:

We anticipate that this role will be a permanent part-time position, reviewed annually. However, a full time option will be considered for the right applicant. The ideal candidate would be someone with a longer-term mentality who can see themselves in this role for at least 5 years.

## Remuneration

This is a permanent part-time paid or volunteer position.

Missions Interlink, via the Executive Officer, will seek alternative sources of funding through annual appeals and/or trust fund applications etc.

Also available for limited personal use, but not included in the package amount, are ministry tools (computer, mobile phone, etc). The Executive Officer would also have discretion over the use of various expenses for ministry purposes.