

Job Title	Regional Mission Director
Department	Senior Staff Team, based in Sydney
Reports to	International Director / CEO
Key relationships	Mission personnel, Branch Directors, Mission Support Team, candidates, Development & Training Director, Finance Director, partner organisations, Medical Officer.
Direct reports	Nil
Overall purpose	Ensures pastoral and practical oversight of mission personnel within assigned areas of the world, contributing to the effectiveness of their mission activities.

Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe why your job exists.

- Contributes to selection of candidates by liaising with the International Director, Mission Support Team, CMS Branches, the Medical Officer, the Candidates Committee, and others
- Contributes to training of candidates by working alongside the Development & Training Director as required
- Contributes to deployment of mission personnel through liaison with partner organisations, CMS branches and other relevant persons
- Contributes to effective location risk management by ensuring all pre-departure activities are completed and that circumstances of elevated risk are monitored and mitigated as necessary
- Contributes to the pastoral care of mission personnel by regular contact and location visits with them (approximately 12-14 weeks per year) and monitoring effectiveness of on location support networks and pastoral care plans
- Contributes to logistic support of mission personnel by being the first point of contact for mission personnel and mission partners
- Contributes to budget creation and management for mission personnel
- Contributes to effective relationships with mission partners by routine contact and visits with them
- Contributes to CMS management by participating in committees as required
- Contributes to the production of management reports, notes and correspondence by collecting the required information, performing calculations, and formatting the information in a way that meets CMS requirements
- Ensures that relevant people inside and outside CMS are kept informed as required by communicating with individuals and organisations
- Contributes to the development of the safety culture by keeping their workplace safe, clean and tidy, complying with site/ service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures

Education, experience & other attributes

- Be a committed Christian and ascribe to the CMS vision and values.
- Qualification: Have at least one year of formal theological study.
- Experience: Have an in-depth understanding and personal experience of long-term cross-cultural missionary service with CMS.
- Be able to exercise initiative and self-direction while working within a team.
- Be highly skilled in facilitating inter-personal relations and communication.
- Be of good physical health appropriate to the demands of travel in remote and difficult places.
- Have Australian citizenship or permanent residency, with eligibility to work in Australia.
- Excellent organisational and computer skills, including Microsoft Word and Excel.

Values

It is a requirement of this position that the incumbent will live and display a commitment to the Christian principles espoused and promoted by CMS-A and abide by the CMS Vision, Values and the CMS Code of Conduct.

Changes to this position description

Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by the International Director, provided that those new job requirements are safe, efficient, logical and legal.