

SOMA Operations Officer Job Description

Background: SOMA UK

SOMA UK is a Christian faith mission working to empower, encourage, equip, enable and envision ordained and lay leaders in the church, primarily abroad, for their own mission and ministry. It is a key member of SOMA International, a global family of SOMAs. SOMA stands for Sharing of Ministry Abroad, but, more significantly is the Greek word for 'body' reflecting our original calling to 'Join the Holy Spirit tending to the nervous system of the Body of Christ'.

SOMA UK works for the transformation of individuals and churches and the healing of communities and their lands through the renewing power of the Holy Spirit. This is through intercession and sending and receiving short-term mission teams across the Anglican World..

Typically, a cross cultural team of five or six volunteers travels to an overseas Diocese to facilitate retreat conferences in one or two locations for clergy, women's leaders, youth leaders, congregational leaders, evangelists, catechists and readers, addressing issues identified by the inviting Bishop, whom SOMA UK serves, that are within SOMA UK's call & ministry.

Our current strategy is to develop 'learning cohorts' - teams who are invested in as a group before and after their mission opportunity. This builds on the success of our META Youth project for 16-19s which we expect to expand considerably in the coming years. The roll-out of learning cohorts and communities of prayer as well as the expansion of META Youth will be key features of this role in the first 1-3 years.

Prayer is foundational to all we do, and crucial for our ongoing operations and ministry.

JOB DESCRIPTION

We are looking for an individual with a passion for integrating vision into reality. You will be skilled in administration, and have the drive and ability to help the charity grow in its goals and efficiency. It is a broad role ensuring the smooth, efficient running of day to day operations which underpin SOMA activities. These range from communications, bookkeeping, supporter liaison, fundraising, productions and mission support. It is anticipated that over time this role could develop around the postholder's particular gifts and that most of these functions will be delivered in close partnership with the National Director. Overtime they may be outsourced to additional part-time staff, volunteers and delivered through the teams our learning cohort leaders build around them.

The main purpose of the job will be to support the National Director in ensuring the effective operations and development of the charity within the vision set by the SOMA Trustees, and steered by the National Director.

The postholder will be a prayerful Christian, who can fully subscribe to SOMA's vision and values and ministry within the Anglican world. They will be a self-starter, capable of working independently, as well as faith-filled and willing to be stretched on the adventure of faith that is SOMA UK. They will see 'administry' as a spiritual calling and praying in expectation for divine breakthroughs as a significant part of their role.

Overview of responsibilities

1. Ensure the smooth, efficient running of day to day operations which underpin SOMA activities.
2. Support the National Director by overseeing the continuous development and improvement of operational processes in order to enhance SOMA UK's ministry and operations.

Supporter Liaison (Marketing/Comms)

1. Proactively & confidentially handle communications and correspondence.

2. Manage the communications for SOMA UK. Commission and organise communications to ensure well branded, regular and quality communication with supporters, partners and participants through a variety of web, social, print, video and other media.
3. Support the development of META Youth, particularly helping alumni and supporters feel part of SOMA UK and engage in a lifetime of missional activity.
4. Support the development of learning cohorts, making sure training materials are accessible and each cohort is well administered, and linked into the ongoing life of SOMA UK.
5. Use and develop our HubSpot database to help supporters along an 'engagement journey' with SOMA UK.
6. Maintain the database to ensure good and appropriate communication is happening with our supporters and partners.
7. Develop and monitor clear and effective pipelines to help progress enquiries and contacts, participants and supporters of the charity.
8. Ensure GDPR compliance is maintained in the charity.

Missions Coordination (Project Management)

1. Work with the ND and Team leader to ensure processes around missions are being followed, including:
 - a. Coordinating with the Bishop concerned, or his appointed representative.
 - b. Ensure that the mission falls within the remit and objectives of SOMA, and accord with SOMA UK's policies and procedures.
 - c. Ensure all team members have completed mandatory training (including safeguarding, security and photography policies).
 - d. Budget expectations have been clarified.
 - e. Liaise with the mission team leader appointed by the National Director to ensure that the mission is progressed to completion, a report is duly provided and feedback material is received.
2. Work with the National Director to ensure smooth running of any UK based and online event we may put on – retreats, conferences, training events etc.
3. Keep the 'big picture' in mind and plot how each mission/event fits into our ongoing SOMA UK strategy, and maintains a right balance in our calendar.

Financial Management

Ensure the following tasks are completed either through your own direct action or via outsourcing to volunteers, staff or freelancers when funding has been raised to enable you to do so:

1. Keep a record of all financial income and outgoings connected with SOMA UK and SOMA International (the latter insofar as the SOMA UK Office is affected), using Sage, Excel and Hubspot. Reconcile accounts regularly and track payments.
2. Ensure that all donations to SOMA UK are recorded, acknowledged and banked, with donors regularly thanked.
3. Analyse giving trends and take initiative to broaden the base of financial support of SOMA UK within the UK.
4. Prepare quarterly Cash & Management Accounts for the Treasurer together with explanatory notes, and updates for trustee meetings.
5. Have oversight of all banking matters relating to SOMA UK. Process payroll giving, gift aid and expenses claims for staff, volunteers and mission teams.
6. Work with the National Director to prepare and track the annual budget.

Externally, you will be in regular contact and building relationships with SOMA national bodies in other countries, travel agencies, publishers, suppliers, other agencies, enquirers and conference venues.

Within the SOMA UK family the key working relationship will be with the National Director. You will develop and build on relationships with team leaders, team members, parish mission partners, intercessors, supporters, trustees, our patron, bishops and their staff and churches in the UK. Regular staff meetings will ensure cohesiveness and connection within the small SOMA UK team.

You will be expected to participate in prayer, worship, spiritual and biblical reflection with the core SOMA UK team and with wider contacts.

It is expected that you will also undertake such other duties as may reasonably be required by the National Director in the interest of SOMA UK's ministry, including occasional travel. There will be an opportunity to join a mission team in your first year to gain more experience and understanding of SOMA.

There is the possibility that this role will be developed in-line with the gifting and skills of the post-holder within the needs of SOMA UK.

The Operations Officer will be line managed by, and responsible to, the National Director. The National Director is answerable to the Board of Trustees.

Salary: pro rata of £31000 (based on 37hrs/week).

Location: Hybrid working with minimum one day a week in person at SOMA UK office in Chiswick.

Hours: 28 hours a week during office hours over 4 days per week minimum.

Holiday: pro rata of 24 days plus bank holidays.