



## New Job Role: **Operation Blessing Co-ordinator UK**

**Organisation:** CBN Europe

**Role:** Operation Blessing Co-ordinator UK

**Level:** CBNE L2/3

**Department:** Business Administration

**Reports to/ Line Manager:** Head of Operations

CBN Europe is a UK based media charity with a mission to demonstrate the love of God and sharing the Gospel of Jesus Christ through digital and TV Ministry and humanitarian assistance. We reach millions of people with a message of hope and freedom through our TV programmes, online via our website and social media platforms.

We have a local and global footprint through our Children's outreaches – SuperBook & Orphan's Promise as well as through our humanitarian outreach – Operation Blessing. We achieve this by working with local partners in lifting communities out of poverty through micro-enterprise projects, emergency relief response to disasters, support to Orphans and vulnerable children.

### **JOB SUMMARY:**

The Operation Blessing Co-ordinator is a new position focused on establishing the work of CBN UK's Operation Blessing (humanitarian) projects. You will be working with other humanitarian co-ordinators in the region. The jobholder will be required to develop and maintain excellent relationships with churches, affiliated groups & partners as well as prospective ministry partners in the UK and Europe.

The OB Co-ordinator UK will be a strong self-starter to monitor, evaluate, improve, facilitate and expand all CBN's existing humanitarian projects in the UK, which includes local & national disaster relief, food projects. Alongside the Prayer Centre manager, run the Operation Blessing Hope Line and volunteer team.

A good team player capable of working with other CBN Europe HQ departments. You will also be 'virtual' working with colleagues in the region and CBN International to enhance & share good practice in fulfilling CBN's humanitarian outreach objectives. Raising public awareness and providing regular updates of the various projects. Deliver marketing material and messaging for social media to the communications and fundraising department.

Must be a practising Christian who assents to our statement of faith and have the right to live and work in the UK. You must be willing to travel, and some overnight and weekend working may be required.

Salary is subject to discussion.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

1. Timely preparation, administration and updating all data on CBN's UK & Europe humanitarian Projects and partners, including marketing assets.
2. Regular monitoring, evaluation and reporting of programme progress. Timely preparation and monitoring of Project budgets.
3. Collating and processing monthly field reports. Cover monthly regional reporting for Europe to the International Team.
4. Provide assessment of project viability, support partners and advise on development as required.
5. Network with Churches, Faith based organisations with similar ethos, and local government, to gain knowledge and develop new partnerships.
6. Administer prospective applications from existing and potential partner organisations, process letters of Interest and advise accordingly.

7. Develop, train, monitor and assist a network of CBN Ambassadors / Staff / Volunteers to facilitate and improve implementation of various projects.
8. Carry out regular site visits. Provide a visit proposal prior to each visit and a report and recommendations within a week of each visit.
9. Maintain acceptable productivity standards as determined by Head of Operations.
10. Perform other duties commensurate with the role.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **ESSENTIAL**

1. Excellent listening skills and ability to empathise with others
2. Strong numeracy skills and ability to document Project outputs and produce high quality Project reports
3. Ability to communicate effectively with excellent oral and written skills, keen and able to produce social media reports to share updates and promote projects
4. Detail oriented individual with a good working knowledge of project management techniques
5. Excellent computer skills with knowledge of Windows 365 operating system, web browser and Microsoft packages like Excel and ability to learn new software
6. Knowledge of the Bible and ability to pray concise, scripture-based prayers
7. Ability to be hands on and get hands dirty
8. An adoptable Self-starter able to take appropriate initiative with own work.
9. Good time management - consistency in punctuality and attendance
10. Good work ethic with ability and flexibility to work over some holidays and weekends as needed

##### **DESIREABLE:**

1. BA/BSc. First degree desirable
2. Previous experience of working in an International humanitarian environment
3. Knowledge of Salesforce or experience of using client relationship management (CRM) systems
4. Knowledge of the European Data Protection under the General Data Protection Regulations although training will be provided