



JOB DESCRIPTION: Short-term Mission Co-ordinator (On Track)

Team:	People Care Reports to: People Care Manager Other key working relationships: People Care Team members, National & International Placement Co-ordinators and Team Leaders, Comms & Engagement Team	
Summary:	Lead on the organisation, development and implementation of short term mission placements (On Track, On Track+, Next Gen). Provide guidance, support and care for short-term mission personnel.	
Role:	Short term Programmes Co-ordination - Co-ordinate the recruitment of personnel for short-term mission placements in the UK and overseas. Process applications and interview candidates. - Respond to all short-term enquiries, provide information and guidance on Interserve and placement opportunities. - Organise short-term placements in partnership with Country Placement Co-ordinators. - Broaden the range of available short-term mission opportunities and develop recruitment strategies in partnership with Country Placement Co-ordinators. - Develop, plan and lead the preparation and orientation of new short-termers, with support from the People Care Team. - Ensure that short-termers receive supportive member care in their location and continue to maintain a healthy Christian life; - Foster and maintain a relationship with sending Churches of short-term personnel - Lead and co-ordinate debriefing of short termers with support from the People Care Team. - Ensure that all short-termers personal data is collected and stored securely. - Liaise with the Engagement Team on promoting short term mission opportunities through events and digital communication.	
	Other - Contribute to the wider work of the People Care Team. This will include supporting with occasional partner day events, working with children and young people. - Attend and participate in Christian worship and prayer on a regular basis and to lead prayers and Bible devotions with short-termers	

	• Represent Interserve and its ethos to internal and external contacts. • Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve • Participate in the CSR process (Continuous Staff Review), agreeing and reviewing objectives with the People Care Manager.	
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