

## JOB DESCRIPTION



**Job Title:** HEAD OF STUDENT MINISTRIES

**Reporting to:** Chief Executive Officer

**Responsible for:** Field Team Administrator, Associate Heads of Student Ministries, Student Team Volunteers

**Close Working Relationships:** Other heads of department, especially Head of Nurses and Midwives

**Hours:** Part Time. 6 sessions (3 days) per week, including regular evenings and weekend working, travel within the British Isles and occasionally abroad.

This post could be compatible with up to two regular days per week of clinical practice.

**Contract Type:** Permanent

**Location:** CMF's London Office / Hybrid

**Salary:** £29,236.94 (FTE £48,728.24)

### ROLE PURPOSE

To provide leadership for maintaining and advancing CMF's ministry amongst medical students, and with midwifery and nursing students in collaboration with the Nurses and Midwives department.

To be achieved through speaking, writing, training and equipping key student, staff and volunteers.

### KEY ACCOUNTABILITIES

### PERFORMANCE INDICATORS

- To set the strategic workplan and budget for the student ministry team, in consultation with the CEO, National Student Council and other relevant bodies and experts within CMF and related organisations.

- Strategic workplan and budget in place and being worked to by the team.

- Oversight of National Student Council (along with Student Chair)
  - Supervision of student chair
  - Setting agenda, implementing or delegating decisions of committee
  - Coordinating student involvement in BMA activities

- Effective student engagement in CMF's ministry with good regional identity. Appropriate training and supervision for chair and NSC members.

- To represent CMF at all relevant conferences, both in a speaking capacity and in order generally to convey the message and ethos of the Fellowship

- Conferences attended, and message conveyed, resulting in increased interest in the Fellowship and actual increase in CMF membership.

- Supervision of Associate Heads (AHs)

- AHs managed, appraised and supported in order to fulfil their own job descriptions.

- Supervision of any Student Volunteers (in partnership with AHs)
  - Supervision, training and support of existing team
  - Recruitment of new volunteers
  - Organisation of student dept. team days

- Student team functioning well as an effective team, receiving adequate support and training.

<ul style="list-style-type: none"> <li>▪ Coordination of Sydenham 1 Conference (SYD1) for international student leaders <ul style="list-style-type: none"> <li>○ Selection and invitation of students</li> <li>○ Organisation of programme</li> <li>○ Travel and accommodation arrangements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ An effective event that maximises growth of international Christian medical student movements, in partnership with ICMDA.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Organisation and running of National Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>▪ High quality, well-attended annual event that is tailored to the needs of student members.</li> <li>▪ Well-organised and executed programme.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Organisation and running of Student Leader Training</li> </ul>	<ul style="list-style-type: none"> <li>▪ An effective annual event with engagement of volunteers and student reps. Timely and appropriate training resources used and disseminated to attendees.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Communication, support and training of Student Links and Medical School Links (with help of AHs and volunteers) <ul style="list-style-type: none"> <li>○ Appointment of new links and Medical School Links</li> <li>○ Oversight of maintaining appropriate lists and communication means with the above</li> <li>○ Active support of medical schools without local support</li> <li>○ Encouraging more and better regional student events, e.g. Scottish, Irish, NE student conferences</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ A functioning team of active, supported volunteers with appropriate regional interaction between groups.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Oversight of training resources &amp; events (with help of AHs) <ul style="list-style-type: none"> <li>○ Developing new and existing resources</li> <li>○ Regular focussed use of existing resources with regional student events and volunteer training in using them</li> <li>○ Involvement in Global Track and other training forums in CMF</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ High quality, relevant training resources led regularly by a capable team.</li> <li>▪ New resources as appropriate to meet new challenges.</li> </ul>
<ul style="list-style-type: none"> <li>▪ ICMDA responsibilities<sup>1</sup> <ul style="list-style-type: none"> <li>○ Correspondence with key students, Area Student Representatives, National Staffworkers etc. regarding event organisation, strategy and general encouragement</li> <li>○ Attendance at and involvement in key ICMDA events such as World Congress and European Regional Conference</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Sharing of resources and experience with key individuals to enable development of overseas Christian medical movements.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Speaking at key student events such as National Student Conference, Student Leader Training etc, and some medical school events as time allows</li> </ul>	<ul style="list-style-type: none"> <li>▪ Building up a repertoire of relevant, high quality talks.</li> <li>▪ Regular face-to-face contact with students, as a figurehead for CMF.</li> </ul>

<sup>1</sup> International Christian Medical & Dental Association – [www.icmda.net](http://www.icmda.net)

<ul style="list-style-type: none"> <li>▪ Networking with likeminded organisations <ul style="list-style-type: none"> <li>○ Such as UCCF, IFES, LCF, CDF, ELF<sup>2</sup> - in order to share resources, exchange mutual support and promote good practice in student ministry.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Wise use of time and resources to provide mutual benefit to CMF and partner organisations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Part of wider team of CMF Departmental Heads</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participates in regular Departmental Team Meetings, collaborates with other Heads of Department as necessary.</li> </ul>
<ul style="list-style-type: none"> <li>▪ All general student correspondence (mainly email, some paper)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Up to date with incoming correspondence.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Contribution to <i>CMF News</i> and monthly <i>E-news</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Fellowship informed of main areas of activity.</li> </ul>

## Qualifications, Skills, and Experience

- *Medical Qualifications*. Postgraduate e.g. Royal College Membership desirable. Familiarity with UK and/or Irish medical and cultural context.
- *Ministry experience* to UK and/or Irish student context, e.g. Evangelism, apologetics, ethics, overseas mission, and discipleship.
- *Communication*: Listens accurately, communicates clearly, courteously and with confidence; is comfortable speaking to internal and external people, can write and record accurately and literately.
- *Working relationships and interpersonal skills*: Gives advice and guidance to others. Encourages cooperation and exchange of information between team members. Has a pastoral concern for their team members. Able to work with a team to develop a sense of common identity and purpose, and motivates the team to succeed.
- *Analytical and organised*: Makes a pro-active contribution to the development and implementation of the strategic objectives of the organisation and the membership community. Ensures the organisation is well informed, delegates appropriately, and audits organisational effectiveness.
- *IT*: Able to use standard MS Office software to a high standard, including use of Power Point in presentations, Excel Spreadsheets to produce detailed reports, etc.

## Christian Ministry

- A committed evangelical Christian with a strong biblical foundation; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.
- Able to apply biblical understanding to all internal and external communications in a clear and lucid manner. Confident and credible at public speaking to Christian groups and churches, has a profound understanding of the Christian issues that relate to the medical professions and global mission; is a servant leader.
- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010, schedule 9.

---

<sup>2</sup> Universities & Colleges Christian Fellowship, International Fellowship of Evangelical Students, Lawyers' Christian Fellowship, Christian Dental Fellowship, European Leadership Forum.