



OMF International UK Recruitment Pack

Lead Serve Asia Coordinator

Apply now: <https://www.omfinternational.co.uk/jobs/lead-serve-asia-coordinator>

OMF International UK is an Equal Opportunity Employer. We are committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals, regardless of their race, ethnicity, gender, age, sexual orientation, or disability.

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Lead Serve Asia Coordinator

Are you a highly organised project leader with exceptional emotional intelligence and a passion for sharing Jesus Christ across cultures? Do you desire to see lives and communities transformed by the good news of Jesus Christ?

In a fast-changing church and mission landscape, OMF International (UK) aims to become a centre for sharing the good news of Jesus with East Asia's peoples in, to and from the UK. The UK is not just a place where missionaries are sent from, it is also a context into which missionaries are being received and where intercultural ministry is being carried out.

The Lead Serve Asia Coordinator will play a key role in leading the Serve Asia team to recruit, equip and encourage OMF Serve Asia workers for short term mission to East Asia's peoples. The jobholder has special responsibility for planning and evaluating the work of the Serve Asia programme, ensuring individuals are appointed strategically and candidates are guided through the application process with clarity and encouragement.

As well as being an organised individual and a strategic thinker, the ideal candidate will demonstrate strong interpersonal skills and be able to communicate professionally and sensitively with a range of people.

There is an Occupational Requirement for the jobholder to be a practising Christian, an active member of a local church, able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement

We share the good news of Jesus Christ in all its fullness with East Asia's peoples to the glory of God.

Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 160 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: omf.org/uk/about-us/our-story



Job Description

Job title: Lead Serve Asia Coordinator

Accountable to: Director for Mobilisation & Media

Primary working relationships: Mobilisation & Media team, Serve Asia Workers, Area Representatives

Hours of work: Full time - 35 Hours per week

Purpose of the role:

To support OMF's mission and vision by playing a vital part in seeing God raise up new workers for the peoples of East Asia. The jobholder has a lead role in recruiting, selecting, equipping and discipling participants in short-term missions reaching out to East Asia's peoples. They will guide Serve Asia candidates through each stage of the journey from first enquiry to commencing the programme, while embodying OMF's values of prayer, partnership, and care.

Responsibilities

Strategy

Overview of areas of work

- Take a lead role in planning and evaluating the work of the Serve Asia programme.
- Direct inquirers together with the help of Area Representative to strategic placements.
- Contribute to the work of the Communications department to see Serve Asia programme effectively promoted through Billions, other printed material, the UK website and other social media.
- Facilitate the handover of debrief reports and other relevant information to the Serve Asia Alumni Coordinator to enable him/her to coordinate follow-up of Serve Asia Alumni with the Area Representatives.
- Be the first point of contact for enquirers, offering a warm, informative welcome that reflects OMF's culture.
- Guide candidates through the application process with clarity, encouragement, and attention to detail.
- Manage documentation including applications, references, medical forms, safeguarding checks, and visas.
- Keep candidate records updated on IPS (International Personnel System) and ensure smooth communication with field and UK teams.
- Prepare candidate summaries and paperwork for selection teams, trustees, and field councils.
- Provide ongoing support and timely updates so candidates feel cared for and confident in the process.

Training, Preparation & Events

Overview of areas of work

- Coordinate logistics for the Candidates Course (liaising with venues, preparing materials, arranging hospitality).
- Ensure that the Candidates Course reflects OMF International (UK)'s Christian mission, vision and values.
- Teach or co-lead sessions that equip candidates for cross-cultural mission (e.g., preparing for departure).
- Maintain recommended reading and resources, ensuring candidates are spiritually and practically prepared.
- Support orientation, flight, insurance, and visa arrangements for appointees.
- Ensure that events reflect OMF International (UK)'s Christian mission, vision and values.
- Attend regular internal events (such as Home Assignment Workshops, UK team days, retreat days, and other team functions) and occasional external events.
- Take part in corporate and individual prayer for UK Members at Home Assignment Workshops.

Prayer Support & Care

Overview of areas of work

- Pray regularly with and for candidates, recognising the spiritual nature of discerning a call to mission.
- Be attentive to personal, pastoral, and cultural issues, working with the Director for People Care & HR as appropriate.
- Ensure safeguarding and duty of care are embedded throughout the process.
- Support and participate in OMF International's mission, by regularly leading the daily National Office Prayers.
- Be open to exploring opportunities to lead weekly office devotions and/or worship.

Communication & Partnership

Overview of areas of work

- Liaise with Area Representatives, churches, and partners to ensure candidates are supported locally.
- Encourage candidates in partner development and prayer support as they prepare for long-term service.
- Work with the Communications Department to share stories of God's work in raising up new workers.
- Undertake any other reasonable ad-hoc duties as specified by the Candidates Director.

Person Specification

	Essential	Desirable
Education	Educated to A Level or equivalent	Degree or equivalent qualification Theological and/or missiological training
Work Experience	Administration experience Proven experience of meeting deadlines Good understanding of the UK and Ireland Christian context and cross-cultural mission Some knowledge of safeguarding Experience providing prayer support and/or pastoral care	Experience in planning and managing events Experience delivering training and/or facilitating group learning Experience working within a Christian or mission-based setting Charity sector experience Experience in recruitment and/or HR Knowledge of visa processes
Abilities	Excellent oral and written communication skills, able to communicate effectively and professionally with a diverse range of people Strong organisation, planning and administration skills, able to prioritise and effectively multi-task Ability to work effectively on own and within a team Able to handle sensitive information regarding candidates appropriately, using discretion and maintaining confidentiality Competent user of Microsoft Office, databases, and digital communication tools including Microsoft Teams	
Motivation	Full sympathy with the aims and objectives of OMF International as an evangelical mission serving amongst East Asians Passionate about prayer. Ready to step out in faith and lead prayers as needed Driven to achieve high standards in administration and events organisation Self-motivated, keen to drive projects forward using own initiative	

Personality	Friendly and courteous towards candidates, colleagues and supporters Emotionally intelligent, a good listener and pastoral nature Responds positively to constructive feedback Adopts a can-do attitude and flexible approach Open to change and willing to learn new skills	
Circumstances	Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement Hold the Right to Work in the UK Able to commute to OMF National Office, Oxford Street, Manchester Able to occasionally travel locally and/or internationally for meetings and events, including overnight and at weekends	Experience of living cross culturally and/or understanding of cross-cultural mission.

Terms of Appointment

- Salary £28,000-£32,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date.
- 35 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 25 days in addition to public holidays.
- Applicants must be eligible to work in the UK.
- There is an occupational requirement for this role to be filled by a Christian, see person specification and OMF International (UK) Ethos Statement.

Your application

To apply for this role, please submit a CV and covering letter to uk.recruitment@omfmail.com

Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: omf.org/uk/safeguarding

Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: omf.org/uk/privacy-policy

Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.

Ethos Statement

OMF is an international, cross-cultural, Christian mission committed to the evangelisation of East Asia. As part of the universal Christian Church, OMF is an agency that works in partnership with local churches in many countries and especially those in East Asia. We endeavour to be a worshipping, praying and caring fellowship of Christians who are committed to sharing the good news of Jesus Christ in word, deed and character.

The motivation for our mission is the glory of God. We long that the one true living God should be known and glorified throughout his creation. We seek to cultivate this motivation so that it sustains all those who serve in the organisation no matter what their area of responsibility. Every task is significant and has value because it is done for the glory of God.

We affirm the following values in the context of our submission to the Lordship of Christ, the authority of Scripture, and the guidance of the Holy Spirit.

We TRUST in God

- Praying as an expression of faith is an integral part of our life and service
- Depending on God for holy living, fruit in our work and for all our needs
- Inviting others to join us in a life of faith and prayer

We are a FELLOWSHIP

- Pursuing our vision and mission together
- Caring for and supporting each other and sharing resources
- Encouraging and enhancing each other's effectiveness

We are Passionate to Reach the UNREACHED

- Keeping a sharp focus on the neglected frontiers
- Constantly evaluating and innovating in line with our vision
- Taking prayerful risks and persevering with the task God has given us

We Practice INCARNATIONAL Ministry

- Identifying with the people and living an appropriate lifestyle
- Learning culture, language and worldview
- Working in ways that encourage indigenous movements

We PARTNER in Ministry

- with sending churches globally
- with local churches in the ministry context
- with likeminded Christians and mission agencies

We LEAD from the MINISTRY Context

- Strategy is developed by those engaged in the ministry
- Structures, administration and policies are designed to serve the ministry
- Home and field work together to accomplish the ministry objectives

We Celebrate DIVERSITY IN UNITY

- Valuing the diversity that God has given us in OMF – such as ethnic, denominational, generational, personality, gifts, gender
- Respecting one another and maintaining our unity in Christ
- Fostering unity and cooperation among Christians

OMF (UK) seeks to be a community marked by love: love for God and love for neighbour (Matthew 22:36-39). This is what shapes us as a community and governs the way in which we relate to one another as individuals as well as how we seek to relate organisationally to other groups and churches with whom we partner. Therefore, the attitude and motivation of our staff and the way our mission is achieved are as important as the mission itself (John 13:34; Matthew 22:36; 1 Corinthians 13:1-2).

As this attitude, motivation and mission come only from a relationship with Christ, it becomes an occupational requirement that many of our staff are Christians who accept our beliefs as stated in the OMF Handbook. Roles that have significant leadership, or that are central to fulfilling our aims and purposes or developing and maintaining our Christian ethos, will always be held by such a Christian. There are other roles that have key spiritual elements to them, that can only be carried out by a Christian. It is also essential that these attitudes and behaviours continue, and so we expect our staff to act in good faith, with loyalty to that relational ethos, to the organisation's values, and to Christian standards of behaviour. Failure to do so may result in disciplinary action.

Notwithstanding this, the organisation is committed to diversity amongst its staff and will not unlawfully discriminate on any grounds. We believe that defining our occupational requirements so they are consistent with and permit discrimination in accordance with the law and our ethos, does not restrict, but actually enhances our commitment to diversity.