

Job title: Envision Programme Intern
Organisation: Grace Baptist Mission CIO
Location: GBM Mission Centre, Abingdon
Duration: 2 years (Full-time/Part time Internship)
Reports to: Head of Communications
Salary: minimum wage
Application deadline: 7 August 2026



Role Overview

Grace Baptist Mission is seeking an enthusiastic and committed intern to support the development, coordination and growth of its Envision short-term mission programme over a two-year period. This role is ideal for someone exploring a call to mission, ministry, or church ministry, and who desires hands-on experience in programme development within a Christian mission context.

GBM is a church-based mission, committed to supporting local churches to inspire, develop, send and support cross-cultural missionaries. The Envision Programme Intern will therefore be actively engaged in supporting local churches to enthuse their members, and particularly young people aged 18-30, to love and serve in mission.

The intern will work directly under the supervision of the Head of Communications and work within the office staff team. The intern will play a key role in shaping and implementing the Envision programme, helping individuals and teams engage meaningfully with mission opportunities globally.

The post holder will have good written and verbal communication skills and be able to authentically promote the Envision programme within the context of GBM's charitable purposes.

Key Responsibilities

Programme Development & Support:

- Assist in designing, planning, and refining the Envision Programme structure and content
- Support the creation of training materials, resources, and participant guides
- Help evaluate programme effectiveness and recommend improvements
- As appropriate, to lead or participate in some Envision short-term mission teams

Participant Engagement

- Communicate with prospective and current participants
- Support and encourage engagement with the Envision programme
- Help facilitate events, workshops, and mission exposure experiences
- Promotion of the Envision programme on social media

Administrative Support

- Coordinate schedules, bookings, and logistics for programme activities
- Maintain participant records and programme documentation

- Assist with budgeting and reporting processes
- Support of other administrative activities of the mission as required.

Ministry Involvement

- Represent the Envision programme in churches (especially young adult/youth meetings), events, and partner settings
- Engage in the wider life and ministry of Grace Baptist Mission
- Participate in prayer meetings, outreach initiatives, and team gatherings

Personal Development

- Commit to spiritual growth, including regular mentoring and reflection
 - Engage in training opportunities provided by the Mission (including some biblical/theological training)
 - Develop skills in communication, and cross-cultural mission
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Person Specification

Essential:

In accordance with the Equality Act 2010 (Schedule 9, Part 1), there is an Occupational Requirement for the post-holder to be a practising Christian. This role involves active promotion of the Christian faith and mission.

- A committed Christian with a heart for mission and evangelism, in agreement with the mission's doctrinal and mission principles.
- Strong interpersonal and communication skills, both verbal and written.
- Organised, proactive, and willing to learn.
- To be able to fulfil the requirement to work both independently and as part of a team.
- To be able to fulfil the requirement to travel in the UK and overseas.
- Flexibility and adaptability in a dynamic ministry environment.
- Support for the application from their local church.

Desirable:

- Previous involvement in Christian/church ministry, or youth work
 - Experience or interest in cross-cultural engagement and global mission
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What We Offer

- Practical, hands-on experience in mission programme development
- Mentoring and discipleship from experienced mission leaders
- Opportunities for ministry involvement locally and overseas
- A supportive Christian community environment

How to Apply

Please submit the following:

- A CV outlining relevant experience
- A cover letter explaining your interest in the role and sense of calling confirmed by your local church
- Name and contact details of your pastor / church leader who can supply a reference

Send applications to: paulbrunning@gbm.org.uk

Application deadline: 7 August 2026

Grace Baptist Mission is committed to safeguarding and promoting the welfare of all participants and expects all staff and volunteers to share this commitment.