

JOB DESCRIPTION

JOB TITLE:	Head of Bible Ministry Technology
RESPONSIBLE TO:	Director of Technology
JOB GRADE:	C1
LOCATION:	Home-based/ Remote working or UBS Hub-based
DURATION:	Permanent
HOURS OF WORK:	Full-time, 37.5 hours per week

BACKGROUND

United Bible Societies is a global Fellowship committed to making the Bible available to everyone. United Bible Societies Association (UBSA) is the service organisation that supports this Fellowship of independent Bible Societies in over 240 countries and territories.

The **Head of Bible Ministry Technology** provides strategic and operational leadership for the current and future technology capabilities and services that enable Integrated Bible Ministry across the UBS Fellowship, comprising 156 Bible Societies working in over 240 countries and territories. The role is responsible for shaping the vision, strategic priorities, portfolio of products and services, **Bible Ministry Technology team** and partnerships required to support Integrated Bible Ministry.

The Head of Bible Ministry Technology reports to the Director of Technology, and also works in close partnership with the leadership of the Bible Ministry Department. There it operates at the intersection of technology and Bible Ministry. It is responsible for translating Bible Ministry priorities into technology strategy, while ensuring alignment with both Fellowship needs and strategy, and the broader UBSA technology strategy.

While structurally sitting with the Director of Technology and working closely alongside the other digital/technology teams, the Bible Ministry Technology team also works closely with the teams in the Bible Ministry Department.

The Head of Bible Ministry Technology contributes to the general UBS(A) digital/technology strategy and innovation, as part of the overall **GMT Technology leadership team** (together with Digital and IT, led by the Director of Technology).

JOB SUMMARY

Strategic and operational leadership of Bible Ministry Technology - 75%

- Lead the Bible Ministry Technology team and, in conjunction with the Director of Technology, establish its strategic direction.
- Serve the UBS Fellowship Bible Ministry with the development, curation, provision and support of an integrated landscape of technologies and services, ensuring effective adoption and ongoing support across the Fellowship.
- Prioritize work based on fellowship needs, strategic value, available capacity and sustainability.
- Develop and manage partnerships involving Bible ministry related technology services, both within the Fellowship and with external partners

Contribution to wider GMT Technology leadership - 25%

- Contribute to UBS-wide digital and technology strategy.
- Collaborate with the Heads of IT and Digital on shared priorities, capabilities, architecture, governance, security and innovation.

APPOINTED BY: Director of Technology

ROLES AND RESPONSIBILITIES

1. Lead the Bible Ministry Technology Team, including:
 - a. Manage the overall workflow, capacity and deployment of the team.
 - b. Provide line management for team members.
 - c. Set an annual operational budget and regularly monitor expenditure in collaboration with the Finance team.
2. Own and oversee the Bible Ministry Technology portfolio, including prioritization, sustainability, risk and governance.
3. Work closely with Bible Ministry leadership and regional Bible Ministry teams to coordinate and support the deployment of Bible Ministry technology services.
4. Represent and provide leadership for Bible Ministry Technology
 - a. in UBS Fellowship meetings and collaborations, as required;
 - b. in partnerships with other agencies in the Bible Ministry technology space;
 - c. on committees and working groups of partner organisations, as required;
5. Contribute to general UBS(A) digital/technology strategy and innovation, as part of the overall GMT Technology leadership team (together with Digital and IT, led by the Director of Technology).
6. Create and implement a renewed vision for Bible Ministry Technology
 - a. Lead a structured process to develop a renewed vision and strategic direction for Bible Ministry Technology, aligned with the needs of Bible Societies and their audiences and the broader UBSA digital and programmatic strategies.
 - b. Assess existing capabilities, technologies, services and partnerships, identifying opportunities, gaps, risks and areas requiring change.
 - c. Develop a programmatic direction and strategic roadmap based on the renewed vision.
 - d. Design and implement the team structure, capabilities, partnerships, and ways of working required to deliver the vision.
7. Other duties as assigned by the line manager

ESSENTIAL SKILLS AND EXPERIENCE

- A gifted leader and manager with a servant style; evidence of ability to inspire, motivate, empower and encourage staff at all levels in complex environments;
- Significant leadership experience in technology, digital services, product development, technology-enabled transformation, or a related field.
- Strategic leadership experience, including experience developing and implementing strategy and innovation within limited resources.

- Experienced in operating in a multi-cultural environment with sensitivity to different world views and with collaborative leadership and stakeholder engagement style.
- Strong understanding of, or demonstrable ability to quickly understand, the UBS integrated approach to Bible ministry.
- Familiarity with UBS technology and tools, or the ability to quickly develop a working understanding of the UBS technology landscape.
- Experience in working on and with globally-networked teams and dispersed staff.
- Excellent verbal and written communication skills (in English)
- Comfortable working in a Christian organisation with sensitivity to the breadth of church support that UBS enjoys.
- Ability and willingness to travel internationally as required by the role.
- Self-motivated and self-aware, with the confidence and openness to pursue continuous learning and development.
- Demonstrated emotional maturity and resilience, with the ability to lead constructively through complexity, uncertainty and change.

DESIRABLE SKILLS AND EXPERIENCE

- The ability to communicate confidently (verbal and written) in a language other than English.
- Familiarity with project management tools and agile methodologies.