



The Association of Interchurch Families

OPERATIONS MANAGER AND CLERK TO THE TRUSTEES

JOB DESCRIPTION

Purpose

The OPERATIONS MANAGER AND CLERK TO THE TRUSTEES (hereinafter referred to as the Post-holder) supports the Association to deliver its Mission Statement by:

- Managing and promoting the Association's online resources, events and other activities, both externally and to AIF members; and
- Undertaking the executive and administrative functions that are required to allow the Association to deliver its charitable objects and operate effectively as a charity, in co-operation with the Trustees.

Accountability

The Post-holder is accountable to the Trustees, represented by the Chair.

Principal Tasks

In delivering this role the Post-holder is required to:

Outreach & Information Service

Champion and promote the Association's policy of digital evangelisation by maintaining and developing its digital channels as both a source of current information and as an archive of research material. Specifically:

- Assist the Trustees and Members with Outreach initiatives
- Work with developers and designers to develop and promote the website.
- Update online content including news, forthcoming events etc and ensure that all information on the website remains current at all times.
- Promote relevant activities and events across all AIF's online platforms and channels (including social media) ensuring that details and booking arrangements are accurate and accessible.
- Expand the footprint of AIF's social media accounts.
- Maintain and update where needed, a box of publications and other publicity material.

Membership Coordination & Pastoral Support

- Be the first point of contact for members and enquirers (by website or phone).
- Maintain regular communications with members and supporters through the circulation of "AIF Updates" by email when required.
- Assist with the planning, coordination and running of the annual in-person Residential or Day event. Note that this type of event is "hybrid". The Post-holder is expected to attend and participate in the event (including worship).



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- Work with the Trustees in organising online events including lectures, meetings, worship and webinars for members and others.
- Be the administrator of a WhatsApp prayer group for members
- Hold the AIF VoIP phone (Voice over Internet Phone) and respond to calls either personally, or by forwarding to an appropriate volunteer. There is rarely more than one call each month.

Voice in the Churches

- Coordinate member attendance or represent AIF at ecumenical meetings to which AIF is invited, as appropriate.
- Encourage members to report engagement with regional or local ecumenical activities; maintain a record of such reports to allow the Association to monitor its “dispersed impact”.

Administrative

Assist the Chair and the Trustees in undertaking administrative and secretarial activities in support of the day-to-day running of the Association. In particular:

- Maintain regular contact with the Chair to discuss current and future tasking.
- Assist the Chair and Treasurer to convene, organise and publicise the Annual General Meeting of the Association, preparing and despatching papers as required.
- Help with organising and making records of all meetings and online events (e.g, date, times, no. of attendees, and minutes where appropriate).
- Receive and respond to official correspondence and emails as appropriate.
- Provide data management support for administrative tasks e.g, membership data, GDPR and event bookings through the online Content Management System [“Hubspot”].
- Maintain AIF files and correspondence
- Maintain a time sheet to record accountable activities undertaken during salaried time.

Financial Responsibilities

The Post-holder is expected to liaise with and support the Treasurer and is authorised to

- Be a second signatory (“authoriser”) for the Association’s online banking account
- Undertake basic record keeping and monitor the PayPal Account
- Record and manage bookings and payments for events

Note: In accordance with the Equality Act 2010 it is a Genuine Occupational Requirement that the post holder is a committed Christian. It will occasionally be necessary to contribute to the planning of, and to participate in, Christian worship.