



The Association of Interchurch Families

OPERATIONS MANAGER AND CLERK TO THE TRUSTEES PERSON SPECIFICATION

Essential [E]

Desirable [D]

Personal Qualities

- An active member in good standing of a member church of CTE/CTBI. [*There is a Genuine Occupational Requirement for the job holder to be a practising Christian: this is essential for the credibility and performance of this role*]. [E]
- An understanding of the pastoral needs of couples from different Christian backgrounds who marry across the “denominational divide”. [E]
- An interest in the current ecumenical landscape. [D]
- Self-motivated with an ability to organise and prioritise work and able to demonstrate initiative and determination. [E]
- An ability to solve problems and having a “can do” attitude. [E]
- A non-judgemental and caring “people-person” who values difference. [E]
- Ability to work from home and be flexible concerning hours worked. [E]
- Willing to work occasional evenings or Saturdays and to travel / be away overnight (none of these is a regular occurrence). [E]
- Willing to accommodate a small quantity of paperwork at home (one four drawer cabinet). [D]

Knowledge, Skills & Experience

- A good standard of spoken and written English. [E]
- An understanding of, and experience of using, online Content Management Systems to support the day-to-day functionality of websites. [E]
- An understanding of, and experience of using online Content Management System databases to provide administrative data support. [E]
- A digital understanding, and hands-on experience of using digital channels, to help steer an organisation’s objectives. [E]
- Confident in using Zoom (or similar platforms) to set up and facilitate fully online and hybrid meetings. [D]
- Competence in the use of Microsoft 365 applications (including Outlook, Word, Excel, PowerPoint and One-Drive). [E]
- An understanding of how charities operate and a broad awareness of charity law requirements and related legislation. [D]