



The Association of Interchurch Families

OPERATIONS MANAGER AND CLERK TO THE TRUSTEES TERMS AND CONDITIONS

Employer: The Association of Interchurch Families.

Accountability: The Operations Manager and Clerk to the Trustees (hereinafter referred to as “the Post-holder”) is responsible for the delivery of the purposes and tasks outlined in the Job Description and is accountable to the Trustees of the Association through the Chair.

Hours: The post of Operations Manager and Clerk to the Trustees is a salaried position paid on a part-time, pro-rata basis (FTE = 37 hours per week) for 10 hours per week (0.27 FTE).

The Post-holder will be expected to work flexibly and adjust the days / times worked in order to meet specific requirements (consulting with the chair as appropriate). Additional hours may be required for specific tasks and will be negotiated on an “as required” basis; such additional work in excess of core hours will be remunerated at an hourly rate.

It is a requirement of the role that, barring exceptional circumstances, the Post-holder should attend the Association’s in person events (about one weekend, and four day meetings per year). Remuneration for attendance at events will be subject to separate negotiation between the Post-holder and Trustees.

Holidays: The holiday entitlement is pro-rata 6 weeks a year (i.e. 6 x 10 hr weeks) which includes an allowance for Bank Holidays.

Travel: The Post-holder will be required, on occasions, to travel on behalf of the Association.

Work Base: The Post-holder is a “home-worker” whose work base is their home.

- **Travel:** The Post-holder’s home address will be used as the starting point for the calculation of travel expenses. Expenses incurred on behalf of the Association will be reimbursed (see below).
- **Office Facilities:**
 - **Broadband:** The Post-holder is expected to have access to sufficient broadband capacity to undertake the tasks in the Job Description (including Zoom calls).
 - **Office computer equipment:** Should the Post-holder not have a suitable computer with which to undertake the role, the Association will pay 50% of the cost of buying a computer, to a maximum grant of £300. This grant is to be paid back to the Association if the Post-holder leaves within a year (subject to negotiation).
 - **Software:** The Association will pay for the installation of any software (or upgrades) specifically required to support the Association’s activities.
 - **Printing:** Occasional printing undertaken at home can be claimed as an expense at a rate agreed with the Chair. Significant “print runs” should not be undertaken on the Post-holder’s home printer but by a commercial printing company and claimed as an expense.

Salary: A salary of 12 equal payments based on a pro-rata FTE annual salary (September 2026 - £33,922) will be paid monthly in arrears. An annual cost-of-living increase may be applied at the Trustees’ discretion; any award will take account of the increases given to the executive staff of Churches Together in England and, if applicable, will be applied with effect from 1 January annually. In the first year of service no increase will be applied unless the Post-holder has been in post for at least 6 months at the time of the first scheduled pay review i.e. since 30 June of the previous year.



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Salary Record:

Date	FTE Annual Salary	PT salary (FTE *0.27)	Change	New Annual salary	New Part time salary	Monthly pay (rounded)
1 st Oct 26	33,922	9,168	-	-	-	764

Pension: The Executive Officer will be enrolled in an agreed pension scheme; contributions will conform to statutory requirements.

Tax and statutory pay: The Association is a PAYE employer and conforms with all statutory pay regulations.

Performance Appraisal: The Chair, or another Trustee, will conduct a performance interview / appraisal at least once per year.

Expenses: The Association will meet all reasonable expenses incurred by the Executive Officer on its behalf. Payment for items for which claims will be raised in excess of £100 are to be authorised by the Chair in advance. Expense claims are to be agreed each month by the chair or treasurer before being submitted for payment.

Probation: Confirmation in the role will be subject to a probation period of six months.

Grievances: All concerns relating to this appointment should first be discussed with the Chair. In the case of unresolved dispute, the Committee of Trustees will be the final arbiter.

Termination: Termination of the appointment will be by three months' notice on either side (unless during the probation period, when one month's notice will be given).

Signed:

Chair

Date

Post-Holder

Date