



The Association of Interchurch Families

OPERATIONS MANAGER AND CLERK TO THE TRUSTEES

How to Apply

Thank you for showing an interest in this post for the Association of Interchurch Families (AIF).

Supporting Documents: Copies of the following documents are available on the AIF website here: [Job Opportunity: AIF are seeking an Operations Manager and Secretary to the Trustees](#)

- Job Description
- Person Specification
- Terms and Conditions of service

To discuss the role in more detail ... with the Chair of Trustees please email your request with your telephone number to chair@interchurchfamilies.org.uk and she will call you as soon as she is able. Please include any particular times to avoid (if appropriate).

To apply for the post:

Please send a CV to the Chair of Trustees (chair@interchurchfamilies.org.uk) with a covering letter of no more than 1500 words outlining why you think that you are suitable for the role as described in the Job Description and Person Specification. Your covering letter will be used as the basis for short-listing candidates.

Whilst we want you to cover as many of the criteria in the Job Description and Person Specification as you can, we are particularly interested in hearing about:

- your commitment to ecumenism, with details of your experience of working alongside other Christians at a local, regional or national level (if appropriate)
- your experience of working with websites, Content Management Systems, and databases.
- your experience of running online webinars and “hybrid” meetings
- your administrative experience and skills.

Closing date for applications:

0900 on 28th August

Short-listing / Interviews:

- Candidates for interview will be informed by 2nd September at which point they will also be told about any tasks that will be set at interview.
- Interviews will take place on Zoom after 2nd September on a date and time agreed with the candidate