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AIM International

Halifax Place

Nottingham NG1 1QN

0115 9838 120

<http://www.aimint.org/eu/>

**Application Form for Operations Manager at AIM’s UK Office, Nottingham**

**Strictly Private and Confidential**

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| --- | --- |
| **Summary Job Description:**  The successful applicant for this position will join the Operations/Administration Team of AIM International and:   * Be responsible either directly or indirectly for the general infrastructural, legal and compliance issues pertaining to the organisation * Assist the Company Secretary in fulfilling the responsibilities of this role   *See Appendix B for a full job description* | **Person Profile:**  The successful applicant for this position will:   * Be a committed evangelical Christian, with a heart for mission, and be willing to demonstrate an active interest in AIM’s mission activities * Be servant-hearted and have an excellent relational manner * Have strong communication skills (both verbal and written) * Have a proven ability to recognise the need for and maintain confidentiality * Be an initiator and finisher   **Details of the education and experience requirements can be found in the Person Specification forming Appendix C of this form.** |

**Remuneration and benefits:**

The salary will be discussed on request or at interview. This is for a 35 hour week, with 25 days’ annual leave plus bank holidays. A pension scheme exists and the payment of employer contributions will commence in the first month of employment.

AIM UK has a Faith and Finance policy applying to all members of staff. The policy requires staff to actively participate in developing financial and prayerful support. Details of this policy will be made available on request.

AIM International is a faith organisation and it is recognised that people who work with us are called by God to do this ministry before the Lord.

AIM International is the European Mobilising Region of Africa Inland Mission International, a non-denominational mission organisation with an emphasis on church planting and leadership development ministries among the churches and people of Africa.

Applicants for a post with AIM International will be required to show that they have the aptitude, training and experience relevant to the advertised vacancy. All applicants should be committed to Africa Inland Mission International’s evangelical Christian beliefs and be able to agree with and sign the enclosed Statement of Faith (Appendix A).

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals.  Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post.  Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.

**Basic notes on completing this application form:**

* Please complete this Application Form with reference to the full Job Description which can be found in Appendix B.
* Please give as much relevant detail as possible in each section.
* If you run out of space on any page please continue on a separate sheet of paper and attach it to the relevant page(s).
* Please complete this form and return it, together with a copy of your CV, to: Andrew Reed, Associate European Director, AIM International, Halifax Place, Nottingham, NG1 1QN, or [operations.eu@aimint.org](mailto:operations.eu@aimint.org) to arrive by 5pm on **Thursday 26th January, 2017**. Please mark your envelope or email ‘Private and Confidential’.

Interviews are planned for **Tuesday 7th and Wednesday 8th February, 2017** at the AIM UK office in Nottingham.

* Should you wish us to acknowledge receipt of your application please either provide us with your email address on the application form, or enclose a stamped addressed postcard and return it with your application.

**Declaration**

I confirm that I accept the enclosed Statement of Faith (appendix A) and that the information I have given in respect of my application is, to the best of my knowledge, true and complete.

Signed: Date:

Africa Inland Mission International is a company limited by guarantee (04598557), a registered charity in England and Wales (1096364) and a charity registered in Scotland (SC037594).  Registered Office: Halifax Place, Nottingham NG1 1QN.

For the purposes of the recruitment for this post, your details will be stored on our computer system. Under the terms of the Data Protection Act, you are entitled to ask us to remove your name and contact details if you wish. Essential data will only be retained to comply with statutory requirements and for statistical purposes.

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | |
| Full name: |  | | |
| Maiden/Former name(s): |  | | |
| Address: |  | | |
|  |  | | |
|  |  | Postcode: |  |
| Home telephone: |  | Work telephone: |  |
| Mobile phone: |  | Email: |  |
| If you have lived at the above address for less than three years please give your previous addresses with dates: | | | |
| Dates (mm/yy): |  | Dates (mm/yy): |  |
| Address: |  | Address: |  |
|  |  |  |  |
|  |  |  |  |
| Postcode: |  | Postcode: |  |
|  |  |  |  |
| Do you require a work permit to work in the UK?  *If the answer to this question is ‘yes’, you will need to bring this with you, if called for interview* | | □ Yes | □ No |
| Could you attend an interview on the dates suggested **(7th and 8th February, 2017)?** | | □ Yes | □ No |
| If we need to contact you concerning this application, can we phone you at work? | | □ Yes | □ No |

Where did you hear about this vacancy? …………………………………………………………………………………………………..

**Educational Record**

List your educational record starting with your secondary education:

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School / College / University / Institution | From | To | Qualifications gained |
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**References**

Please give the details of three referees. References will only be taken up on offer of the position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your present employer** | | **A Christian friend** | | **A Christian Leader** | |
| *(If not currently employed, please nominate your last employer or a college tutor)* | | *(Preferably someone who has known you for three years or more)* | | *(The pastor, elder or equivalent from your home church, or the church that you currently attend)* | |
| Name: |  | Name: |  | Name: |  |
| Position: |  | Position: |  | Position: |  |
| Phone: |  | Phone: |  | Phone: |  |
| Email: |  | Email: |  | Email: |  |
| Address: |  | Address: |  | Address: |  |
|  |  |  |  |  |  |
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**Christian experience**

Please tell us something about your Christian experience: how you became a Christian and what being a Christian means to you. Also include a note of activities, present and past, you have taken part in as a member of your church.

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Please tell us something about your motivation to be involved in world mission, and a note of mission activities, present and past, you have taken part in.

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How would you describe this specific role as being part of God’s mission to see Christ-centred churches among all African peoples?

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Please give examples of how you have demonstrated the following characteristics, preferably in a work capacity:

| **Characteristic** | **Example** |
| --- | --- |
| Relational character |  |
| Servant-hearted |  |
| Confidentiality |  |
| Initiative |  |
| Responsible autonomous working |  |
| Ability to become proficient in new tasks |  |
| Organisation of work |  |
| Prioritising work |  |
| Flexible approach to work |  |
| Working under pressure |  |
| Commitment to completion |  |

**Work-related experience**

Please give a short example of your work experience, if any, in the following areas:

|  |
| --- |
| Staff management, leadership, training and supervision: |
| Managing contracted services: |
| Oversight of IT systems: |
| Database Management: |
| Organisational Risk awareness: |
| Responsibility for departmental budgets: |
| Administration: |
| Report writing: |
| General office systems development, management and evaluation: |

**Software skills**

Please give a short example of your experience, if any, of using the following software:

|  |
| --- |
| Microsoft Excel (state version): |
| Microsoft Word (state version): |
| Microsoft Outlook (state version): |
| Customer Relationship Management (CRM) database software (state name, and version): |
| Other Database Software (state name, and version): |

**Employment history**

Starting with your most recent employment, please list your employment history in the table below:

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| *Employer’s name and address* | *From/to (mm/yy)* | *Job title and description of duties* |
|  |  |  |
| Reason for leaving: | | |

If you think that there is any other information that might help us obtain a fuller picture of your experience and what you might be able to bring to this role, please indicate this on a separate sheet. **PLEASE ALSO SEND US A COPY OF YOUR CV, IF YOU HAVE NOT ALREADY DONE THIS.**

Thank you.

**APPENDIX A – STATEMENT OF FAITH**

1. The unity and trinity of God, eternally existing in three co-equal Persons: the Father, the Son and the Holy Spirit.
2. God the Creator and Preserver of all things, who created man, male and female, in His own image, and gave them dominion over the earthly creation.
3. The deity and humanity of God the Son, the Lord Jesus Christ, who, being very God, also became man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, dead and buried, was raised bodily from the dead, and ascended to the right hand of the Father, whose two natures continue eternally and inseparably joined together in one Person.
4. The deity and personality of God the Holy Spirit, and the necessity of His work to make the death of Christ effective to the individual sinner, leading him to repentance towards God and faith in the Lord Jesus Christ; and in His ministry, dwelling permanently within and working through the believer for godly life and service.
5. The divine, verbal inspiration, infallibility and inerrancy of the Scriptures of the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
6. The human sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
7. The sacrificial death of our Representative and Substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world and whereby alone men are redeemed from the guilt, penalty and power of sin.
8. The necessity of the new birth as the work of God the Holy Spirit, to be obtained only by receiving the Lord Jesus Christ as Saviour; that men are saved by grace through faith, not by works.
9. The security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born again child of God, he has assurance of salvation and has the right to all the privileges of the sons of God.
10. The responsibility of the believer to maintain good works, and to obey the revealed will of God in life and service, through which eternal rewards shall be received.
11. The True Church, whose Head is the Lord Jesus Christ, and whose members are all regenerate persons united to Christ and to one another by the Holy Spirit.
12. The observance of the ordinances of Baptism and the Lord's Supper as appointed by the Lord Jesus Christ.
13. The supreme mission of the Church as being to glorify God and to preach the gospel to every creature.
14. The personal and visible return of the Lord Jesus Christ.
15. The resurrection of the body.
16. The eternal blessedness of the saved and the eternal punishment of the lost.

**APPENDIX B – FULL JOB DESCRIPTION**

**JOB TITLE**: **Operations Manager**

**PLACE OF WORK:** European MobilisingOffice, Nottingham

**HOURS:** 35 Hours per week

**RESPONSIBLE TO:** Associate European Director (AED)

**JOB SUMMARY:**

In summary the job holder will be responsible either directly or indirectly for the general infrastructural, legal and compliance issues pertaining to the organisation and the following core tasks reflect those functions and their respective responsibilities. The job holder will also assist in the performance of the Company Secretary role.

**CORE TASKS – OPERATIONS MANAGER**

1. Assume responsibility for all infrastructural, operational, legal and compliance matters relating to both the organisation’s central office activities and also those undertaken remotely
2. Specifically to ensure the suitable resourcing and operation of the ICT provision
3. Additionally to be responsible for the organisation’s database, its management and comprehensive and consistent implementation
4. Further to be responsible for the operational management of the organisation’s risk register
5. To participate in preparing and managing the relevant organisational budgets
6. Provide assistance and support to the European Director (ED) and Associate European Director (AED) as required
7. Line manage as appropriate

**CORE TASKS – COMPANY SECRETARY ASSISTANCE**

1. Prepare requested Board papers and collate and distribute all Board papers
2. Assume administrative responsibility for all logistical issues pertaining to Board meetings
3. Assume administrative responsibility for the creation of the minutes distributing the agreed minutes as requested
4. Ensure the suitable completion of the official administrative responsibilities set out by Companies House, Company Law the Charity Commission and the Memorandum and Articles of Association
5. Regulate and ensure comprehensive compliance with the requirements of the Data Protection Laws

**CORE TASKS - GENERAL**

1. To work within legal, charity and organisational guidelines
2. To commit to raise financial and spiritual support
3. To take suitable responsibility within the rota system to lead staff prayer meetings
4. Maintain an active interest in the wider ministries of AIM International and of the organisation’s partner churches
5. To seek representation opportunities for AIM International in the local church
6. Other duties as requested by the Associate European Director

**APPENDIX C – PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Qualification/Attribute/  Skill | Essential | Desirable |
| Education/Qualifications | * 5 A\*- C GCSEs or equivalent including maths and English language * 3 A-levels or equivalent or an ability to demonstrate experience in a relevant employment context | Business or IT Management Qualification     * Experience of working in an operational management context * Experience of working in a charity context |
| Skills/Abilities and Work Experience | * Staff management, leadership, training and supervision * Proven experience of managing and delivering contracted services * Report writing * Managing, monitoring and evaluating systems * Oversight of IT systems * Experience of database management * Understanding of Organisational Risk * Preparation and management of departmental budgets * Proven administrative ability under pressure with a high degree of autonomy * Ability to develop, manage and apply systems and procedures | Applied knowledge of data protection issues     * Understanding of the position and function of the Company Secretary * Commercial Insurances |
| Personal Qualities | * Committed evangelical Christian with a heart for world mission and a willingness to demonstrate an active interest in AIM’s mission activities * Eager to serve God in this role * Servant hearted and excellent relational manner * A proven ability to recognise the need for and maintain confidentiality * An initiator and finisher |  |