

# Job: Operations Manager

Have you got what it takes to help us build Christ-centred churches among all African peoples?

**This role is open to those with enthusiasm, appropriate skills and a heart for mission.**

**A**IM International is looking to appoint a full-time Operations Manager to join its European Mobilising Team based in Nottingham. This is a vital role with infrastructural, legal and compliance responsibilities. The successful candidate will also assist in the performance of the Company Secretary role.

## The role includes:

- Management of the operations of the office
- Resourcing and management of the ICT and database provision
- Administrative oversight of the organisation's risk register

**The closing date for applications is  
Thursday 26 January 2017**

**AIM International's vision is to see Christ-centred churches among all African peoples. The European Mobilising Office's 80+ mission partners are part of a 1,000-strong team from across the world, with an emphasis on disciple-making among unreached African people groups and equipping African church leaders.**

*Within the terms of the Employment Equality (Religion or Belief) Regulations 2003, it is a Genuine Occupational Requirement that the successful candidate agrees with and signs AIM International's Statement of Faith. In addition 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.*

## The successful candidate 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
- Be able to demonstrate competence in the use of Microsoft Office and previous experience in using or managing contact relationship database software. *Whilst it will be an advantage if the successful applicant has experience in the management of database software, training will be given where required.*
- Be able to demonstrate an understanding of organisational risk and the significance of commercial insurance.

For more information or an application pack please contact:

**Andrew Reed, Associate European Director**

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