



Invitation to apply for the role of:

Operations Manager

Contract: Permanent. 0.6 FTE (21 hours a week)

Start date: as soon as possible

Salary: £21,000 (£35,000 F.T.E)

Location: Homeworking

We are looking for an Operations Manager to join our team as soon as possible.

About You

Are you an experienced and organised operations manager?

Do you have a good understanding of charity governance?

Do you possess the initiative and drive to independently drive tasks and transform strategic vision into practical steps?

Are you comfortable using technology?

Are you self-directed and also a great team player?

If so, we'd love to hear from you!

About OneSpirit Interfaith Foundation:

Founded in London in 1996, the OneSpirit Interfaith Foundation is a UK educational charity offering training to open-hearted adults exploring interfaith ministry, spiritual leadership, sacred activism, ritual, spiritual counselling, and the world's many faith paths. We join in the awakening of an inclusive global spirituality, in ourselves and in the world, through educating and enabling adults to serve people of all faiths in our diverse communities.

Main purpose and responsibilities

The Operations Manager will lead on managing and developing the operational business functions of the organisation in order to support the successful expression of OneSpirit Interfaith Foundation's charitable aims.

Scope of the job

OneSpirit Interfaith Foundation operates across UK and Ireland. We are a remote team, meaning there is no central 'head' office, and all staff work from home. You will report to the Executive Director, and the role will involve close liaison with all other staff and faculty.

This is a home-working post requiring a fast broadband connection and a space suitable to use as a home office. All staff are expected to provide their own IT equipment including a computer suitable for the demands of the role.

How to Apply:

Please follow the link to complete an application form (you will also have the opportunity to upload your CV) <https://operations-manager.paperform.co/>

If you would like an informal discussion about this role, please contact alan@osif.org.uk

Next Steps

Closing date: Sunday 3rd March 2024

Interviews will be held around mid-March