

Operations Manager (Temporary- Maternity Cover)



AMiE is a fellowship of faithful Anglican churches committed to gospel mission. We are passionate about planting, strengthening, and partnering for the salvation of many and the glory of God.

We are looking to recruit a part-time Operations Manager who will be responsible for supporting the work of AMiE across the full range of its activities, by supporting the Executive Team and the Trustees. Therefore, the role requires a good understanding of and positive support for the work of AMiE.

The role would be well suited to someone who is a self-starter with experience in communications, legal/ finance or administration.

The location is home-based (with regular contact via Zoom), but with

the ability to travel across England for meetings as required. The role will be 21 hours per week and the salary will be £16,999 (£28,331 full time equivalent).

This position is temporary to cover a maternity leave and will run from September 2020 until September 2021.

The closing date for applications is 15th August 2020. Interviews will take place in the week beginning 24th August 2020.

For further information, a detailed Job Description and an application form, please contact Lee McMunn.

(Lee@anglicanmissioninengland.org)