

Operations Officer (Part time - 20 hours per week)

Practical – Reliable – Organiser – Resourceful – Pragmatic – Problem Solver – Communicator

Do some of the words above describe you? Could you support inHope's mission, using your practical skills and expertise to ensure the smooth running of inHope's operations?

InHope's Finance and Operations team is looking for a part-time Operations Officer, to provide effective support that enables the charity's services to help thousands of people every year efficiently and effectively. This new role will ensure inHope's premises and facilities remain in good working order through overseeing routine maintenance, responding to unexpected problems and organising contractors or volunteers to complete repairs. Alongside this carrying you will carry out regular health and safety checks across the organisation and assist with the effective operation of our IT system.

Reporting to the inHope Finance and Operations Manager, the Operations Officer will be able to work independently, whilst also communicating effectively with colleagues across several sites.

Further information about this role and the Job Description are available via our website: www.inhope.uk/get-involved/work-with-us. To discuss this role, or find out more, please contact: e-mail Ruth Nott at ruth.nott@inhope.uk or call 0117 405 7110.

There is an Occupational Requirement for this role to be filled by a practicing Christian. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk.

- *Salary: £11,500 per year (FTE £23,000).*
- *Hours worked per week: 20hrs, preferably over 5-days.*
- *112 hours holiday plus paid Bank Holidays.*
- *Workplace pension with matched contribution of up to 5%.*
- *Access to inHope's Employee Assistance Programme.*
- *This is an office based role.*

Applicants:

We welcome and encourage applications from all communities and backgrounds. We particularly encourage applications from those with lived-experience.

About inHope:

inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.

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"The Wild Goose Cafe is a real hope to lots of people; it keeps people alive!" – Wild Goose client

"They're all very kind at the Spring of Hope, they don't judge you and they're really helpful." – Spring of Hope client

Application Process:

You can apply by either:

- A. Downloading and completing the [application form available on our website](#), or
- B. Submit your CV with a covering letter which addresses the following:
 - i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role; and
 - ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for.

If would like support with completing your application please contact our HR team using the e-mail below or by calling 0117 330 1230 (please select general enquiries).

Your application form or CV and covering letter, must be sent to: HR@inhope.uk by 3rd April 2023.

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Applications may be considered and interviews held prior to the closing date. We will update the advert should an appointment be made prior to the closing date.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.