



Operations and Facilities Manager
Full time

Interserve is committed to working cross culturally amongst the peoples of Asia and the Arab World; to see lives and communities transformed through encounter with Jesus Christ.

We are looking for an Operations and Facilities professional to join us at this exciting time as we transition our National Office from Milton Keynes to our new site of cross-cultural ministry in Birmingham. You will be a strategic member of the Interserve Management Team, with a range of operational, facilities and financial responsibilities.

You will need to be educated to degree level or equivalent with the following:

- A minimum of three years' practice in an office environment at managerial level,
- Experienced in reviewing contracts and suppliers,
- Demonstrated organisation, planning and administration skills,
- Staff management and leadership skills,
- Proven experience of managing and delivering contracted services ,
- Understanding of financial management,
- Project management,

You should be a practicing Christian who relates well to others and is flexible and adaptable with a positive approach to problem solving.

Salary is in the range of £36,938- £38,769 for full-time hours. The location will initially be 4 days per week at our St John's House site in Alum Rock, Birmingham and 1 day per week at the Milton Keynes office.

Our office is relocating to West Birmingham in September 2019, so there will be an expectation that this role will be based in Birmingham full time after that date.

For an application form and further information, please visit our website:
<https://interserve.org.uk/operations-and-facilities-manager/>

Please send your completed application form along with a covering letter and your CV to personnel@interserve.org.uk

Closing date for applications: Thursday 7th February 2019. Successful applicants will be interviewed on **Monday 18th February 2019** at the Milton Keynes office.