



# ROLE PROFILE

## OPERATIONS MANAGER

LOGOS & COSMOS, THE IFES SCIENCE AND THEOLOGY ENTREPRENEUR INCUBATOR

Full-time (37.5 hours/week)

£31,391 - £39,000

FTC, start date 1 September 2020 to program end in August 2025

### ROLE PURPOSE

The Operations Manager of the IFES Logos and Cosmos Initiative (LCI) will liaise with the Program Director and supervise the Project Team including an administrative assistant. This 5 year program involves developing a mentoring program and resources to enable university students and faculty to integrate their academic and Christian lives. Initially the focus will be on the IFES Regions of Latin America and Francophone Africa. The program will be partly supported by a grant to IFES from the John Templeton Foundation.

### POSITION DESCRIPTION

**In this role, your accountabilities and responsibilities are...**

1. To work with key stakeholders to lead on the development and implementation of a project plan to cover all aspects of delivery until the project ends in 2025
2. To provide day-to-day oversight and direction on all areas of project delivery, including supervising a project team
3. To manage the project budget, planning and allocating resources to accomplish key deliverables
4. Establish and maintain relevant measures and feedback systems to monitor project delivery and ensure key objectives and milestones are met
5. Manage the preparation and maintenance of reports to IFES, The John Templeton Foundation, and the External Advisors to the LCI
6. To act as the point person in International Services for all aspects of the project relating to operations, logistics, reporting, communications, and finances with the support of an administrative assistant
7. To develop and manage good working relationships with IFES National Movements, partner organisations, and key stakeholders

**In addition:** carrying out any other duties or projects within the scope, spirit and purpose of the job, as requested by the supervisor.

This post may require occasional overseas travel.

## PERSON SPECIFICATION

### To do this role, you will...

- have project management experience in a team-oriented workplace, ideally with a project management qualification
- have a track record of implementing continuous improvements in project management
- be able to plan, prioritise, and to deliver project elements within agreed timeframes
- have experience of working with competing demands, and an ability to prioritise appropriately
- be an experienced, competent manager of people, resources and time
- have demonstrated knowledge of basic budgeting and accounting principles and practices
- be a self-motivated and disciplined team leader and able to model a Christian approach to work to colleagues and stakeholders appropriately
- demonstrate awareness of relationships in an interdenominational Christian organisation and be sensitive to working with people from different contexts
- be committed to maintaining high standards of professionalism in the team
- be committed to your own professional development, and that of the team
- be skilled in working cross-culturally and in a diverse environment
- be a committed Christian in lifestyle and enthusiastic about world mission
- be excited by the vision of IFES ministry and in full agreement with its doctrinal basis
- be able to develop good working relationships remotely
- have a good knowledge of video conferencing, Word, Excel, Access and Outlook
- play a full role in the spiritual life of the Oxford office of IFES
- have a working knowledge of Spanish and/or French

### In this role, you will work with different people and teams, they are...

- the Logos and Cosmos Initiative team
- International Services staff in the UK, USA, and Malaysia
- staff, students and volunteers of IFES national movements
- external suppliers

## THE BEHAVIOUR INDICATORS EXPECTED IN THIS ROLE ARE...

**Delivering results:** This is about delivering through others with clear plans and an empowering approach to ensure accountability for delivery of customer outcomes.

**Learning and improvement:** This is about promoting an improvement, no-blame environment giving people confidence to try out new things and make and learn from mistakes.

**Communicating and influencing:** This is about role-modelling a truly open and transparent approach, communicating with impact around key messages, and reflecting Biblical values in interactions with staff and external stakeholders.

**Acting as one team:** This is about creating opportunities to work alongside, learn and solve problems collaboratively with a range of people across teams.

**Enabling change:** This is about helping others in times of change or uncertainty, giving them the confidence to trust and belief in you and IFES goals.

**Making decisions:** This is about setting priorities and enabling effective decisions based on appropriate analysis, data and understanding of customer requirements.

**Engaging people:** This is about creating opportunities for relationship building and building a supportive, respectful working environment.

**Christian spirituality and discipleship:** Playing a key role in the spiritual life of the office, including praying for colleagues and the ministry of IFES.

**Christian witness:** demonstrating Christian spirituality in your lifestyle and a regular commitment to a local church.

<b>Department:</b> Strategic Projects	<b>Division:</b> International Services UK	
<b>Reporting To:</b> LCI Project Director, Professor Ross McKenzie	<b>Location:</b> Oxford, with occasional travel	
<b>Number of Direct Reports:</b> Project team and administrative assistant	<b>Job Level:</b> Band D <i><b>HR Use Only</b></i>	<b>Job Ref No:</b> <i><b>HR Use Only</b></i>

## SAFEGUARDING

IFES is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity.

All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.