



Job Description

Job title	Operations and Grants Officer
Reporting to	International Operations Manager
Staff responsibility	None
Location	Swindon based at least one day per week, with some flexibility to work from home

What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

Summary of role

To implement its vision, Bible Society has identified five strategic goals. This role will support Goal 5 which is to mobilise a global movement for Bible engagement. You will work closely with the International Operations Manager and the Head of Global Relationships, as well as with other teams within Bible Society (BFBS), to facilitate aspects of a range of projects, including ensuring compliance and good stewardship in our grant-making. Through the International Support Programme (ISP), we make annual grants to other Bible Societies around the world to support their Bible translation, distribution and engagement projects. In this role you will also contribute to the success of the International team's broader work by providing operational support to events, travel and publications.

Main responsibilities

- Assist with logistical and administrative aspects of projects and events led by members of the International team
- Enable members of the team to navigate internal processes smoothly, including those relating to travel, procurement and finance, by providing advice and practical assistance as required
- Publicise and promote Goal 5 and the work of the team to the wider organisation through internal communications channels
- With the support of the International Operations Manager, ensure compliance and good financial stewardship of roughly £3 million annual grants distributed through the ISP, liaising with internal and external stakeholders to ensure the necessary processes are completed accurately and on time.

General

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness

- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

Who we need

Knowledge and experience

- Knowledge and understanding of faith-based organisations in the UK and internationally
- Track record of successfully overseeing complex processes requiring accuracy, ensuring that the relevant people are involved at each stage and deadlines are met
- Hands on experience of managing multiple responsibilities and prioritising effectively
- Proven experience of communicating confidently with internal and external stakeholders
- Previous work within the charity sector is desirable
- Familiar with grant making and grant management processes, preferably with an international focus (desirable)

Skills

- Confident in learning to use, and in supporting others to use CRM systems
- Organised, efficient and able to prioritise tasks
- Keen eye for detail
- Good oral and written communication skills
- Strong Microsoft Office skills, particularly using Excel to analyse and present data

Personal attributes

- Motivated to contribute to the success of the organisation and particularly its goal to mobilise a global movement for Bible engagement
- A team player who enjoys working with others to meet goals and deadlines
- Able to problem-solve when issues arise

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image

Bold – we're willing to work hard and face hard questions, because we trust each other

Skilful – we study, learn and practise, making the effort to serve others with our best

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together

Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

Character for leadership – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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