



Job Description

Job title	Head of Strategy, Operations and Planning
Reporting to	Director of Theos
Staff responsibility	Executive Assistant, Fundraising and Supporter Relations Officer (TBC Head of Education and Senior Parliamentary Officer)
Location	London-based (with some flexibility to work from home)

What we do

Theos is a Christian think tank which exists to stimulate debate about the place of religion in society, challenging and changing ideas through research, commentary and events.

Bible Society has been working to make scripture better known in around the world for more than 200 years. Theos – which was started in 2006 by Bible Society – sits within the organisation's wider goal of promoting a biblical vision of human flourishing for society across politics, media, the arts, education and business.

Summary of role

This role requires someone with exceptional skills and appetite in making a vision a reality. The Head of Strategy, Operations and Planning will be motivated by the positive contribution Christian faith can make to politics and society, and play a key role in Theos' Senior Leadership Team (SLT), supporting the Director and the wider team. The post-holder will also play an integral part in executing, monitoring and delivering our strategic goals.

The Head of Strategy, Operations and Planning will be the lead implementer of Theos' ambitious, creative and compelling strategic vision. In particular, the post-holder will serve as a force multiplier for Theos' Director, helping to bridge vision and execution, and translate ideas to operationally-sound actions. The Head of Strategy, Operations and Planning will evaluate, design and develop new systems and processes that will help us achieve our goals. This post will support the delivery of Theos' strategy and drive operational activities and planning to take us into the next phase of our work, as well as hold responsibility for the strategic deliverables of the wider Bible Society goal within which Theos sits. It will drive and influence the work of the Theos Senior Leadership Team (SLT) to provide an integrated approach with clearly defined objectives aligned to the Theos strategy within the context of the wider organisational Bible Society strategy.

Main responsibilities

Strategic leadership

- Work with the Theos SLT to develop, oversee, and operationalise Theos' strategy, and work with the wider leadership team at Bible Society to ensure alignment with Bible Society's wider strategic goals
- Evaluate, refine and develop systems, processes and team roles to support effective delivery of Theos' mission, and the wider objectives and key results of our strategic goal

- Support the team to deliver the organisational strategy through the alignment of individual team objectives and a focus on collaborative ways of working
- Lead the strategic delivery of our wider team working to promote a biblical imagination of human flourishing for society (Bible Society's work in film, education, and parliament)
- Lead on stakeholder mapping and the development of an influencing strategy alongside Heads of Research, Communications and Content, and Senior Fellow
- Design, implement and monitor frameworks for measuring the impact of Theos' work
- Represent the Director in organisational processes and meetings as appropriate, particularly in relation to delivering our overall strategic goal
- Support the Director in organisational decision-making and in representing Theos in wider internal organisational forums

Operational oversight and governance

- Ensure that Theos has the human, material and financial resources to achieve its objectives
- Lead financial operations, including preparing annual budgets, re-forecasting and monitoring expenditure in collaboration with Bible Society's finance team
- Devise, oversee and lead governance processes, providing visibility of funding and strategic decision making, flagging reputational risk issues and acting as the key liaison between Theos, our wider strategic goal and Bible Society board, including the public messaging governance sub-committee
- Oversee a programme of work to enhance project planning and organisational efficiency
- Develop Theos' planning processes and the management of key systems (e.g. Salesforce, Monday.com) to enable the smooth delivery, impact and review of organisational projects
- Manage and lead office relocation planning, ensuring Theos' needs are represented
- Develop effective internal communication processes across Theos, the strategic goal delivery team and the wider organisation

Project and event management

- Lead on high-priority projects, including working on the project management of the development of a new website, alongside the Head of Content and Communications, ensuring alignment with Theos' strategic objectives
- Design and oversee rhythms for team meetings, retreats and external stakeholder engagement, balancing strategic focus, team building and operational delivery
- Act as the primary liaison with Bible Society's legal team for contracts, consultancy agreements and honoraria

Finance, fundraising and impact reporting

- Lead on our budgeting, forecasting and income targets, alongside our Finance Business Partner
- Collaborate with Bible Society and Theos teams to develop a compelling case for support and an annual review showcasing Theos' impact
- Work with the Fundraising and Supporter Relations Officer to implement Theos' fundraising strategy, particularly for key donors and philanthropy
- Provide input for Bible Society's annual report and board updates to highlight Theos' achievements

Management

- Oversee the design, planning, and execution of team meetings, including away days and Reading Week
- Support the development of team members, promoting training and coaching opportunities
- Conduct monthly one-to-one meetings with direct reports as well as managing, supporting and motivating staff
- Create a positive working environment where direct reports can flourish as an individual and within the team
- Undertake annual and quarterly PDRs to encourage the development of direct reports as well as to meet the changing needs of our organisation
- Praise strong performance while dealing with underperformance promptly and directly

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

Qualifications and Knowledge

- Education to degree level or equivalent experience
- Demonstrable experience of delivering projects and developing team skills
- An understanding of how strategic objectives can be translated into operational delivery and an understanding of the different methods of defining and measuring the impact of that delivery
- Developed understanding of the public debate and public theology within that debate – with a wide-ranging intellectual curiosity and engagement in following relevant thinkers and trends (desirable)

Experience

- At least five years' experience of creating and implementing organisational-level strategy in a small or medium-sized organisation
- Some experience of leading organisational change management
- Proven experience of networking, initiating and sustaining relationships of trust and respect
- Some experience in motivating, supporting and developing staff
- Proven ability to operationalise strategy
- Some experience working in the charity sector or a think tank (desirable)

Skills

- An ability to persuade, convince and build strong working relationships with key internal and external stakeholders
- Proven business acumen, including income generation, financial planning and budgeting

- Proven ability to manage multiple projects efficiently and to build positive working relationships with colleagues and stakeholders, delivering projects on time and within budget
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and compelling way
- An ability to make clear, timely and well-evidenced decisions, particularly in relation to changes in strategic direction and the allocation of time and resources
- Initiative and creativity: having the ability to create opportunities and positive outcomes for Bible Society and Theos
- An ability to work constructively and supportively within a busy, deadline-focused team

Personal attributes

- Ability to think quickly and respond effectively
- Passion and vision for the work of Theos and Bible Society
- Strong analytic and systems thinking, with rigour and attention to detail as a key strength
- High level of initiative
- Able to demonstrate Bible Society's organisational values
- A commitment to building teams through CPD and training

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.

Date produced: 1 August 2025

Updated: 27 February 2026

Bible Society
Stonehill Green, Westlea, Swindon SN5 7DG
Registered charity 232759
01793 418222
biblesociety.org.uk
Patron: His Majesty the King