

## Operations Manager Role Description



Beloved is a Christian charity based in central Bristol, pioneering work in supporting women working in the indoor sex industry. We walk alongside women supporting them to address any physical, emotional, economic and spiritual needs they may identify. Please see [www.beloved.org.uk](http://www.beloved.org.uk) for more about the support we offer.

We wish to recruit an Operations Manager to support the Director in implementing the creative vision and strategic direction of Beloved, providing direct line management to the Ops/Finance team, with responsibility for the day to day running of Beloved and it's finances, in a way that is rooted in God's love, joy, kindness, hope with the expectation of transformation.

You will need excellent organisational and communication skills and be someone who has good attention to detail, is a supportive team player, and has a heart for the work Beloved does.

Ideally you will have previous experience of working in a finance or operations role and be financially literate with the ability to use financial tools such as Excel and online banking and accounting systems.

Salary: £32,000 (P/A Full Time Equivalent)

Hours: 3 days per week, 9am- 5pm to be worked between Monday - Thursday

Location: The role is primarily office-based, with some flexibility for home working.

Benefits: 5% Employer Pension Contribution, 28 day holiday entitlement, plus bank holiday allowance, wellbeing days, personal development budget, Cycle to Work Scheme.

How to apply: Please contact [admin@beloved.org.uk](mailto:admin@beloved.org.uk) for a job pack, Mon- Thurs.

Closing date: 8th March