



THE CHRISTIAN
HERITAGE CENTRE
at Stonyhurst

Operations Officer

The Christian Heritage Centre at Stonyhurst is looking to recruit a part-time Operations Officer to assist with the charity's events and administration.

The charity offers a programme of Catholic theological and spiritual formation to a range of audiences within the Catholic Church.

Key responsibilities:

- Administration of bookings and enquiries for CHC events
- Liaison with Theodore House for event needs and set up
- Provision of hospitality throughout CHC events held at Theodore House
- Compiling event data for Director's reports
- Assist with book-keeping and financial tracking
- Other administrative tasks relating to the operation of the charity

Person specification:

- A lively Catholic faith and basic understanding of liturgy
- Demonstrable experience of administration
- Excellent written and oral communication skills
- Personable character and excellent hosting skills
- Ability to multi-task and prioritise effectively
- Excellent ICT skills: use of emails, knowledge of or ability to learn Xero

Working hours:

24 hours per week. Flexibility required to work through CHC's residential events (including evenings and weekends) approximately once per month.

Reporting: The assistant will report to the Director.

Work location:

On site at Theodore House, Stonyhurst for CHC events; option of remote working for administrative tasks.

Contract: 1 year renewable, commencing August (exact start date is negotiable).

Salary: £29-32,000 p.a. equivalent, dependent on experience.

This job may be combined with the Marketing Manager for a single, Full-Time role.

For where your treasure is there will your heart be also Matthew 6:19-21

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