VISIBLE

APPLICATION PACK

We are excited that you are interested in applying for a role with Visible Ministries. Our Vision is to 'Level mountains and Lift valleys to Reveal Jesus.' We summarise this vision in three words

REMOVE. RESTORE. REVEAL

We interpret these 'mountains and valleys' as the emotional, social and spiritual obstacles that exist in people's lives and for over a decade we are had a particular focus on the issue of pornography bringing awareness, education and recovery programmes through our flagship initiative, the Naked Truth Project.

Find out more about the work at www.nakedtruthproject.com

This Role:

Operations Lead

The Operations Lead provides direct support to the Director of Operations, helping to ensure the smooth and effective running of Visible Ministries. The role delivers practical administrative and coordination support across operations, finance, HR, and organisational systems, maintaining accurate records and providing a reliable service to staff, volunteers, and external partners.

Included in this pack is a full Job Description and our Vision, Mission, Values
To submit an application use this link:

https://ntproject.typeform.com/visibleapp

Closing date for applications to be submitted: 31st October 26
Interviews: w/c 2nd November

Job Description

Job Title: Operations Lead
Hours: 21hrs or 35hrs being offered
Contract Type: Permanent
Location: Remote, with occasional travel to in-person gatherings
Salary: £25,278 - £26, 870 FTE or £15,167 - £16,122 pro-rata (3 days)

Role Purpose

To support the smooth and efficient running of Visible Ministries' Operations, Finance, HR, and Engagement functions. The Operations Lead provides essential administrative, coordination, and systems support, ensuring accurate record-keeping, timely processes, and excellent service to staff, volunteers, and external partners.

Key Responsibilities

Operations & Administration

- Maintain organisational systems, shared drives, and databases, ensuring information is accurate and up to date.
- Provide day-to-day administrative support to the Director of Operations, including scheduling, documentation, and project coordination.
- Manage general enquiries, inboxes, and internal communications.
- Assist with procurement, resource distribution, and operational logistics.
- Support preparation for board meetings (e.g., collating papers, producing reports, organising documentation).
- Help maintain internal policies and operational procedures.

Finance Support

- Process invoices, receipts, expenses, and supplier payments.
- Assist with monthly bookkeeping tasks, including data entry and reconciliations.
- Prepare payroll and pension documentation for review by the Director of Operations.
- Maintain accurate financial records and subscription logs.
- Support the production of monthly management accounts by gathering information and checking data.

Key Responsibilities Continued

HR & People Support

- Maintain HR records including contracts, leave tracking, appraisal documentation, and training logs.
- Support recruitment processes: posting adverts, coordinating applications, scheduling interviews, and preparing onboarding materials.
- Assist with staff wellbeing initiatives, internal communications, and culture-building activities.
- Work to develop and implement more fully the use of the PeopleHR platform and app.
- Ensure HR processes reflect Visible Ministries' Christian ethos and legal compliance.

General

- Enter fully into the team life of Visible Ministries, including a willingness to take part in and lead spiritual activities such as team prayer and Bible study.
- Be an advocate for the charity externally and be an ambassador for Visible Ministries and Naked Truth Project.
- Identify personal funding sources and seek contributions to the charity.
- Undertake any other reasonable duties, commensurate with the level of the post, as deemed appropriate by the Director of Operations.
- Willing and able to work during occasional evening or weekend events.

Personal Specification

Essential Skills & Experience

- Experience in administration, operations, or coordination within a charity or values-driven organisation.
- Strong organisational skills with excellent attention to detail.
- Confident managing multiple tasks and deadlines.
- Good written and verbal communication skills.
- Comfortable using digital systems, spreadsheets, and cloud-based tools.
- Ability to work independently and collaboratively within a remote team.
- Discretion, integrity, and commitment to confidentiality.

Desirable

- Experience supporting finance or HR processes.
- Working with Accounting Software – Quickbooks, Xero etc.
- Understanding of charity governance or programme delivery.
- Familiarity with CRM systems or project management tools (Monday.com).

Values & Alignment

- Inspired by the mission of Visible Ministries.
- Fully aligned with our Christian ethos and values.
- Committed to servant-hearted teamwork, transparency, and continuous improvement.

Confidentiality

Information relating to staff, volunteers, supporters or beneficiaries must be treated in the strictest confidence. Prayer requests must only be shared with appropriate consent, except where safeguarding or legal responsibilities require information to be reported.

Note: This job description is not exhaustive and may be amended in response to future organisational developments.

Occupational Requirement

This role carries an occupational requirement for the person appointed to be a committed Christian, in accordance with Schedule 9 of the Equality Act 2010.

VISION & MISSION

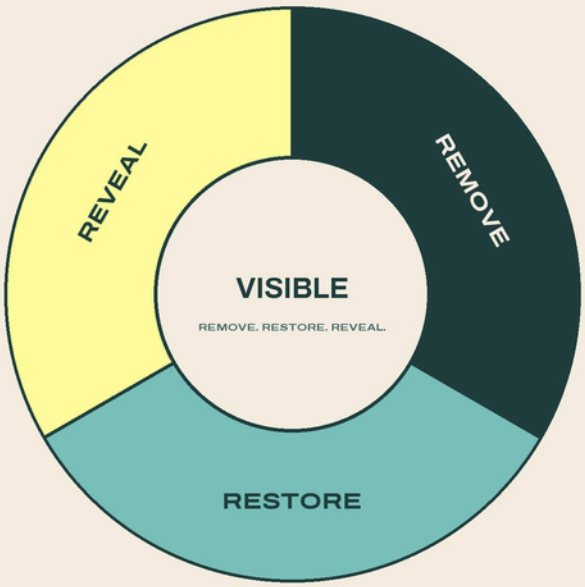
WHY WE EXIST AND WHAT WE DO

OUR VISION

Our vision explains the why of Visible Ministries: our motivation, our preferred future, and what we hope for and work towards.

Adopting the language and passion of Isaiah 40, our vision is to "level mountains and lift valleys to reveal Jesus."

We interpret these 'mountains and valleys' as the emotional, social and spiritual obstacles that exist in people's lives. We believe God wants humanity to flourish, so we seek to identify and address what needs to be removed and restored so that Jesus can be revealed within society and people's lives.



REMOVE. **RESTORE.** **REVEAL.**

Three words that summarise our vision.

OUR MISSION

Each of Visible's initiatives has a distinct mission: a particular and practical outworking of our vision to remove, restore and reveal. If the vision is our 'why', then a project's mission represents the 'what'.

THE NAKED TRUTH PROJECT

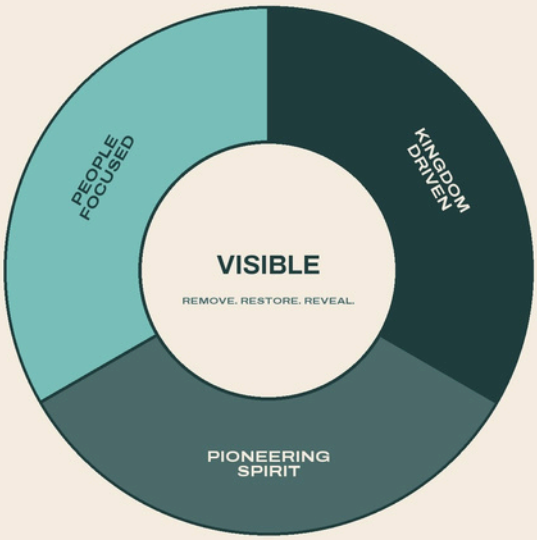
Visible's flagship initiative has a mission to "open eyes and free lives from the damaging impact of pornography." We do this through awareness, education and recovery programmes.

OUR VALUES

THE PRINCIPLES THAT SHAPE OUR CHOICES

THREE VALUES. ONE SHARED CULTURE.

Our values describe the character we seek to embody as we work together and serve others.



KINGDOM DRIVEN

UNASHAMED & ACCESSIBLE

As a team that is kingdom driven, we aim to prioritise God's leadership and direction in our work and our lives. We aspire to align our daily attitudes and actions with His character and the inclusive, counter-cultural and upside down Kingdom principles we see modelled in the life of Jesus.

PIONEERING SPIRIT

STEPPING UP AND STEPPING OUT

To fulfil our mission and vision, we recognise the necessity to strike out to new places and reach 'out of reach' people. We embrace our responsibility to develop sustainable initiatives while cultivating the courage, faith, resilience and industrious spirit of the pioneer. We choose to lean into the unknown and try something, even if it fails.

PEOPLE FOCUSED

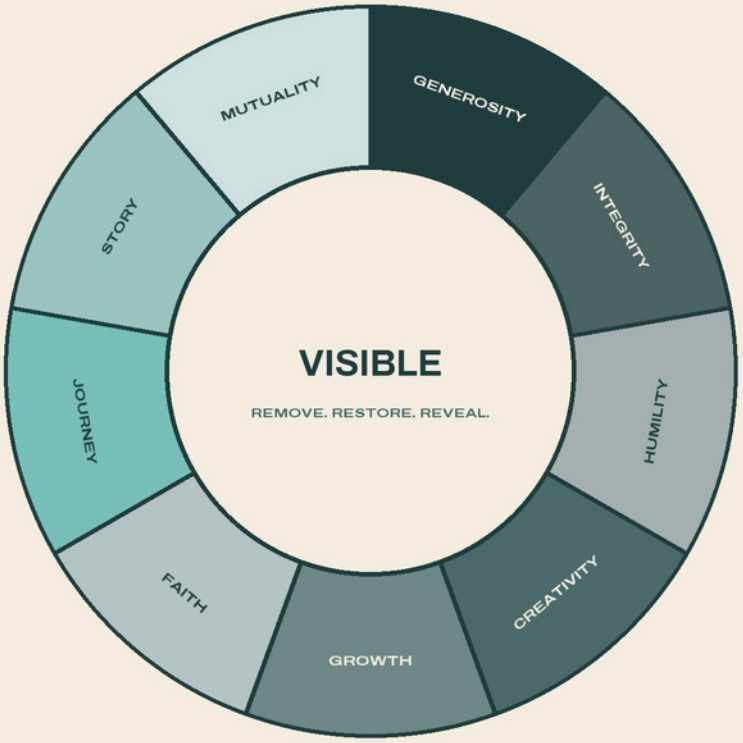
PEOPLE NOT PROJECTS

Our mission requires us to place the well-being, dignity and needs of individuals at the forefront of who we are. We value the unique stories of those we work alongside and serve, remembering that behind every statistic, email or meeting is a human story deserving our attention and compassion. We seek to listen, understand and respond in ways that are relevant, uplifting and empowering.

OUR ETHOS

HOW WE SEEK TO WORK AND LIVE

Our ethos is how we seek to live out our vision, mission and values as a team. Nine keywords help define this ethos, with three words aligned to each of our three core values.



KINGDOM DRIVEN

- Generosity
- Integrity
- Humility

These qualities turn our values into everyday behaviours.

PIONEERING SPIRIT

- Creativity
- Growth
- Faith

These qualities turn our values into everyday behaviours.

PEOPLE FOCUSED

- Journey
- Story
- Mutuality

These qualities turn our values into everyday behaviours.

ETHOS IN PRACTICE

NINE WORDS THAT GUIDE OUR EVERYDAY WORK

KINGDOM DRIVEN

GENEROSITY

We choose to avoid a scarcity mindset, trusting we will have enough and can be generous with our ideas, resources and time. Partnership and collaboration often expand impact; competitive comparison and fear can draw us away from generous living.

INTEGRITY

Integrity means 'oneness' or 'wholeness'. It is essential that we practise what we preach and aim for transparency and accountability in our private actions and attitudes.

HUMILITY

We acknowledge the danger and attraction of assuming we have it right. We continually look to God's leadership and direction and remain open to being challenged and corrected by others.

PIONEERING SPIRIT

CREATIVITY

We value not only what we do, but how we do it. Creativity can capture attention and enable reflection in ways that change minds and lives, so we invest time, money and energy in the innovation and depth it brings.

GROWTH

We aspire to grow both deep and wide: expanding our reach and impact while cultivating organisational health and excellence. We embrace seasons of stability and celebrate resilience, but are careful not to become settled.

FAITH

Faith is confidence in a vision and the courage to step forward or step back when the outcome is unknown. As we embody a pioneering spirit, we recognise the need to take regular leaps of faith.

PEOPLE FOCUSED

JOURNEY

We understand that individual and cultural transformation is often more incremental than instantaneous. We listen, learn and meet people where they are, helping them take the next move forward.

STORY

Stories have unparalleled potential to connect, enable empathy, transform perspectives and inspire action. We share stories to help someone else change theirs.

MUTUALITY

We foster mutuality, recognising that everyone has equal value, worth and dignity. We also honour differences in needs, beliefs and backgrounds with tailored responses, following Jesus' example of mutual love and special attention to the vulnerable and powerless.