



The House of Bread

## The House of Bread Assistant Warden Job Description

**Application deadline 3 July 2022, interview date is 14 July 2022 10am - 3pm**

### **Introduction**

The House of Bread is a unique, non-denominational Christian retreat centre located in beautiful south Warwickshire countryside. This is a great opportunity to join the thriving team of staff and volunteers who are passionate and committed to the vision of people encountering the presence of God, being restored and transformed; through being a place of welcome, hosting the presence of God and creating space for people to draw aside from the world. The House of Bread site facilitates day and overnight accommodation; both individuals and groups are welcome. The website gives more details about the retreat ministry that we host ([thehouseofbread.org](http://thehouseofbread.org)).

If you catch the heart and vision of The House of Bread, would love to be part of a great team: living on site, and if you have the gift of hospitality, love meeting people and are willing to serve in various capacities then we would welcome you to consider this position.

### **Assistant Warden(s)**

Will and Ann Neale live on site and alongside directing the ministry, they oversee and help carry out the day-to-day warden tasks and responsibilities. We are looking for those who can support Will and Ann as assistant warden(s).

Meeting people and giving a warm welcome is a key part of the role. Additionally, the role comprises some practical preparation of rooms and being on call to attend to any issues arising whilst guests are on site. A further requirement is to take on some responsibility for the general maintenance of the site. Depending on strengths and experience, there will be involvement in other tasks/responsibilities. Working as part of a team is essential, with a willingness to be flexible as calendar bookings can change day by day, and occasionally, all hands on deck are necessary!

The assistant warden position could be for one person or would be ideal as a job-share for a couple. This can be discussed with applicants – to enable the best arrangement to happen. It is possible for one or both to have another job; this also needs to be discussed and agreed.

### **Working hours**

The position requires flexibility but also offers flexibility. There is a requirement for 24 hours cover 4 days a week, which includes alternate weekends. The vast majority of the time very little needs doing before 9am or after 5pm, other than locking up/unlocking the site or attending to any needs that may arise. Whilst on weekend cover, the expectation would be to welcome guests on a Friday evening and Saturday morning as necessary, but then only attending to any occasional needs.

### **Remuneration and accommodation**

The package equates to 1 full time living wage. Remuneration is in kind, provided by free accommodation with all utility bills, rates and building insurance covered. Holiday entitlement is 28 days which includes Bank Holidays. The actual Bank Holidays will sometimes need to be a work day. Set in the heart of Warwickshire countryside, in the grounds of an old mill, the Georgian Mill house offers excellent 3-bedroom accommodation (partly furnished or unfurnished). The nature of the site unfortunately makes it difficult to accommodate cats or dogs; other small domestic pets are welcome after discussion.

## **Responsibilities and tasks**

### **‘On cover’ responsibilities**

- Preparation of rooms and welcoming guests
- Giving welcome talks to groups (and praying for guests)
- Some housekeeping tasks
- Being available at all times for guests – resolving any issues
- Locking up the site

### **The following tasks will fit around the ‘on cover’ responsibilities**

#### **Essential tasks/responsibilities**

- Basic maintenance jobs
- Contacting external services – electrician/plumber
- Fire alarm checks/health and safety checks
- Helping with housekeeping change overs when necessary (holiday/sick cover)
- Weekly planning meeting with Will and Ann
- First Aid training and Fire Marshall training

#### **Possible tasks depending on skills/experience/interests**

- Skilled maintenance jobs
- Leading prayer times/Holy Communion
- Social media/Mailchimp/website updates
- Gardening
- Administration

## **Person specification**

- Christian faith is essential because The House of Bread team often pray with guests, take part in regular prayer and worship times, plus regular communion – thus there is an occupational requirement for the role holder to be a committed evangelical Christian in accordance with the Equality Act 2010, part 1, schedule 9.
- Hospitable, good with people
- Flexible
- Conscientious
- Good communication
- Team worker
- Teachable
- Sense of humour

## **Application process**

- Application is via application form (optional CV)
- Deadline for application form is 3 July 2022
- Shortlisting and an invitation to interview will occur a few days later
- Interview date is 14 July 2022, 10am - 3pm
- Second interviews will be the week commencing 18 July, which will be an informal chat with Will and Ann