

Othona Essex - Bradwell
Centre Manager
Job Description and Person Specification

<p>Summary, purpose and objectives of the role</p> <p>As Centre Manager you are appointed by the Trustees to promote the Aims and Charitable Objects of the Othona Community at its Essex Centre. You are accountable to the Trustees and your direct line manager is the Chair of the Bradwell Centre Management Committee. Your role combines managerial responsibilities of the site, oversight of staff and volunteers together with faith leadership. You need to ensure that the work of the Othona Bradwell Centre is carried out within the framework of governance and policies provided by the Board of Trustees, according to agreed plans and budgets and to satisfy legal requirements.</p> <p>You will live and work as a member of an intentional Christian community, leading the daily rhythm of shared “work, worship, study and play”, the four elements of the community rule of life set by our founder Norman Motley. There is an occupational requirement to be a Christian.</p> <p>There is considerable support and expertise from the Trustees, local management committee and members of the Community who can coach and mentor on various aspects of the role. There is the expectation that the appointee will grow into the role.</p>
<p>Main duties and responsibilities</p> <p>Faith Leadership</p> <ul style="list-style-type: none"> ● Set the rhythm of daily life for the core team and lead by example, ensure that time is given to shared worship, study and recreation alongside work. ● Maintain links with other faith groups in the area, including the local Parish Church and the Diocese. ● Ensure that people of all faiths and none are welcome and that open dialogue and spiritual exploration is encouraged.
<p>Sustaining Community</p> <ul style="list-style-type: none"> ● Create and maintain a way of living and working that enables the core staff team to provide a supportive, inclusive and welcoming community for themselves, volunteers and visitors, whilst also ensuring that the work of the community is done effectively. ● Ensure good relationships with neighbours and the local community.
<p>Premises, safety and facilities management</p> <ul style="list-style-type: none"> ● You will be the named Manager for all matters relating to the centre’s statutory responsibilities i.e. Fire Safety, Health and Safety, food safety and Safeguarding. You will need to access expertise and advice from Othona Trustees and external Consultants as required. ● You will ensure that systems and risk assessments are in place, action plans for improvements drawn up and that the systems established are effectively monitored and regularly reviewed and updated as necessary. ● You will be a member of Othona Safety Groups. ● You are responsible for obtaining and rechecking appropriate DBS checks for volunteers and staff, and maintaining records.. ● You will manage digital resources responsibly keeping them well maintained and up to date, secure, backed up, and compliant with GDPR. ● You will ensure that the grounds are maintained in accordance with SSSI SAC and Ramsar site guidelines and also oversee and ensure that buildings and equipment are repaired, serviced and maintained and terms of any guarantees complied with.

Othona Essex - Bradwell

Centre Manager

Job Description and Person Specification

People Management

- You will line manage a Deputy Centre Manager who will share the day to day responsibility for the operational management of the site (although you will have overall responsibility for all matters). The Deputy will deputise in your absence for duties relating to Statutory Compliance and Safeguarding.
- You will work collaboratively with the Deputy in respect of programme planning and site development to maximise use of buildings and the site to further the mission of Othona and maintain revenue.
- You will have direct line management responsibility for the Office Manager and oversee the bookings process, ensuring that data are kept in line with relevant legislation and that there are robust financial processes and accurate record keeping.
- You will oversee the appointment of other staff and remain responsible for ensuring that all employment legislation and HR Policies of Othona and HMRC regulations are followed.
- You will recruit and maintain good relationships with volunteers.

Centre Development

- You will oversee Centre Development both short and long term in accordance with the Othona Mission.
- You will be responsible for ensuring that all applications for changes to the site are costed and that there is a robust business case for them.
- You will manage the reduction of carbon emissions on the site and lead on stewardship in areas of energy sources, food and land management

Programme and Business Planning

- Ensure that the facilities and the events programme are developed to meet the needs of groups and individuals who may want to use the centre; developing the offering in order to meet the changing needs of people and groups using the centre.
- Work with the local Centre Management Committee and with the Community Treasurer to develop business plans, set and agree budgets and control spending.
- Manage income and expenditure to ensure resources are used wisely and properly accounted for and the agreed budget is achieved.
- You will play your part in hosting programmed events, you will need to contribute personally to housekeeping and catering. You will need to balance the time devoted to this with what is needed for your other responsibilities.

Other

- Work effectively with the local Centre Management Committee and Trustees.
- Represent Othona on and promote its interests through, appropriate outside bodies and networks.

Care of Self

- Visitors and volunteers often seek refuge and companionship at the centre at times of personal transition or crisis. Some of our regular visitors have significant health issues and are variously able. People come seeking an idealised version of home or a little bit of heaven on earth. It is necessary for you to be aware of your own needs, motivations, idealisation and vulnerabilities.
- You will need to resist the urge to rescue, save and transform others lives and must maintain healthy interpersonal boundaries. You will need to prioritise self care, protecting your off duty time and to be comfortable with a "good enough" job.

Othona Essex - Bradwell

Centre Manager

Job Description and Person Specification

- Each member, guest, visitor, and volunteer has their own sense of what Othona is or should be, only an approximation of some of these is possible. You are required to have a spiritual director or other support for reflection and personal growth.

Summary Terms & Conditions

Salary circa £21,000

28 days annual leave which includes 8 Bank Holidays

Othona Pension scheme, 20% employers contribution

Accommodation, Medlar Corner Chalet, 2 bedrooms, lounge dinner and kitchen

Food, including immediate family

Council tax paid by the Community

Transport – use of community vehicle for personal use, agreed rate charged

Personal vehicle used for community business, agreed rate of expense reimbursed

Suitable development training as agreed

Continues over

**Othona Essex - Bradwell
Centre Manager
Job Description and Person Specification**

Qualities	Essential [Qualities that are essential to perform the job]	Desirable [Qualities that would allow for the job to be performed at the optimum level]
Faith	<p>Demonstrate regular participation in a Christian faith community</p> <p>Able to work in an ecumenical setting</p> <p>Actively support the principles of “Inclusive Church”</p>	
Knowledge and experience	<p>Team leadership</p> <p>Staff recruitment & management</p> <p>Budgeting, and control of spending</p> <p>Ability to work according to policies and procedures, especially H&S, safeguarding and financial control</p> <p>Able to represent The Othona Community to outside organisations</p>	Experience of working in hospitality or a residential setting
General skills & aptitudes	<p>Clear verbal and written communication Able to communicate by email</p> <p>Able to use and manipulate simple databases and spreadsheets</p> <p>Familiar with other modern means of communication.</p> <p>Able to oversee the kitchen, food ordering, stock and budget control.</p> <p>Willingness to learn new skills eg. First aid, food hygiene.</p> <p>The patience to train and work with volunteers</p> <p>Able to engage with a wide range of people in a warm and friendly manner</p>	<p>Able to cook for up to 60 people.</p> <p>Able to cook simple nutritious homely food</p>
Personal attributes	<p>Resourceful, able to resolve problems as they arise</p> <p>Practical, able to turn your hand to varied tasks-cooking, cleaning, gardening, first aid, simple maintenance etc</p> <p>Resilient both physically and mentally</p>	

**Othona Essex - Bradwell
Centre Manager
Job Description and Person Specification**

Qualities	Essential [Qualities that are essential to perform the job]	Desirable [Qualities that would allow for the job to be performed at the optimum level]
	<p>Considerable personal flexibility.</p> <p>Able to cope with the rigours of living and working on site with a small group of people in modest accommodation, in a moderately remote setting</p> <p>A resource finder, able to ask for and accept help from diverse sources for self and the running of the centre</p> <p>Able to maintain healthy personal boundaries and good self care</p>	
Circumstances	<p>Clean driving licence</p> <p>Must have current right to work (and remain) in the UK</p>	

**Othona Essex - Bradwell
Centre Manager
Job Description and Person Specification**