



Dear Applicant

Thank you for expressing interest in the role of Centre Manager or Deputy Centre Manager. We hope the information pack provides you with all you need to consider your application.

For both roles we are looking for the right people to lead our activities - someone:

- Who wants to express their Christian faith in a holistic, authentic way,
- Who is welcoming, encouraging and with excellent people skills
- Who has the energy and drive to welcome people of all ages to our popular Christian retreat centre in rural Essex

This is an exciting time for the Othona Community in Bradwell. The current centre managers, Debbie and Richard, a married couple who have held the role as a job share, are moving on. In the last 5 years we have made significant investments in the buildings and facilities - furthering our move away from fossil fuels, enabling more use of our buildings and ground, improving the experience of those who come to visit, stay and live with us.

This has already borne fruit. But, as always, there is more to do:

- To develop new programmes and events to appeal to the next generation of visitors.
- To improve accommodation for staff and volunteers
- To upgrade the wind turbine
- To ensure sufficient resources for a sustainable staff team

The centre manager, supported closely by the deputy centre manager, will lead a small resident community who live by a simple rhythm of life described by our founder Rev. Norman Motley as “work, worship, study and play”. Our Christian ethos is inclusive, welcoming and respecting of people of all faiths and none, and there is an occupational requirement to be a Christian.

Over both roles you will have responsibility for both the strategic development of the work and the day to day operational management of the centre. This includes recruiting staff and volunteers, financial management and budgeting, overseeing the administration, site maintenance and catering.

You will live on the coastal nature park of the Blackwater estuary, in self contained accommodation with all meals and household bills provided. Both roles offer a modest salary (Centre Manager circa £21,000, Deputy Centre Manager £17,000) along with 20% employer’s contributory pension, 28 days leave including bank holidays and statutory days.

We strongly recommend that you visit or stay at the centre before the selection process so that you get a feel for the spirit and vitality of the place and the scope of the role.

Application is by email to chair@othona.org. Please complete the short application form stating which role(s) you are applying for and send it with your current CV and a covering letter detailing why you have applied for the post and how you meet the selection criteria. References from your most recent employment or equivalent will be taken. You will require an enhanced DBS check with barring (children’s list) before commencing employment. You must have the current right to work and remain in the UK.

Closing Date 7th February 2025

Selection process to be held at the Bradwell centre 21-22 February (this will involve an overnight stay on the Friday).



If you would like an informal conversation about the role(s) please contact Michael Hunt, Chair of The Othona Community (chair@othona.org) or Steve Barnes, Chair of the Bradwell Local Management Committee (stevebarnes@othona.org).

To arrange a visit to the centre please contact the current centre managers (essexwarden@othona.org) or phone 01621 776564.