

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

Summary, purpose and objectives of the role

As Deputy Centre Manager you are appointed to promote the Aims and Charitable Objects of the Othona Community at its Bradwell Centre. Your direct line manager is the Centre Manager. Your role mainly relates to the operational management of the site. In addition you are expected to develop new opportunities for Othona to serve, beyond its current regular clientele.

All members of the Core Community are expected to contribute to all areas of the Community life sometimes practically – e.g. cooking, housekeeping, hosting events and leading chapel prayers.

You will share the responsibility of ensuring that the work of the Othona 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.

You will live and work as a member of an intentional Christian community, participating in 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.

You will work in collaboration with the Centre Manager to ensure:

- The effective functioning of the centre in terms of buildings, equipment, staffing, systems, procedures and working within agreed budgets.
- Business development to extend the mission of this centre.

You will deputise for the Centre Manager in respect of Compliance issues in his/her absence: Health and Safety, Safeguarding, Fire Safety and staffing issues.

Main duties and responsibilities

Operational Responsibilities

1. Managing the site and grounds, buildings and equipment, with planned patterns of maintenance and replacement.
2. You will manage relationships with external contractors in line with Othona Community policies and ensure compliance with health and safety, risk assessment, fire safety and food hygiene requirements.
3. You will devise an ongoing site maintenance plan for all buildings and the grounds and ensure that reasonable monies are included in the budget each year to carry out improvements as required.

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4. Managing the household employing contract cleaners and using Volunteers to ensure the Community offers a clean, warm and friendly welcome to guests. You will devise a maintenance and replacement plan for furniture/kitchen goods, floor coverings and soft furnishings conducting regular audits to ensure that these meet required standards and that any guarantees/servicing contracts are recorded.
5. Recruiting, appraising and supervising resident and non-resident members of the staff team e.g. groundsman, contract cleaners, as well as volunteers. Ensuring they have appropriate contracts and relevant training.

Business Development

1. In conjunction with the Centre Manager – develop a business plan that builds on the existing programme but extends Othona's outreach and makes for financial sustainability. You will explore and promote new sources of funding.
2. You will look to develop the programme and maximise the use of the buildings on the site both to meet the Objects of Othona and to increase revenue in particular exploring other funding streams and partnership working with organisations which have similar values and objects to Othona
3. Look to develop the visitor profile in accordance with their changing needs in the 21st century.

Shared Responsibilities

These are generally tasks shared between your role and that of the Centre Manager. A good working relationship, making the most of both individuals' strengths and experience, will be paramount if your time with Othona is to be successful and fulfilling.

1. Working with the Centre Manager and the staff team to develop the Centre – in concert with Trustees, local committee members and others – looking to extend its use in ways commensurate with Othona's aims and objectives.
2. Working to reduce carbon emissions and increase environmental stewardship, for example modernising the energy sources used, reviewing the food eaten, how land is cared for and the transport policy for staff and visitors.

Liaison

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1. Working effectively with the Bradwell Centre Management Committee and Trustees, as an active member of the Centre Management Committee and any Management Sub-Committees e.g. safety subcommittee/working group.
2. Ensuring that the Community has good relationships with its neighbours and with outside bodies and networks as appropriate.
3. You will play your part in hosting programmed events and facilitating some of them (solo or in concert with others). In a small community team this is vital, not only to validate the leadership structure, but also so that you are kept in touch with the full range of visitors and volunteers coming and going. You will need to balance the time devoted to this with what is needed for your other responsibilities.
4. You will personally contribute to housekeeping and catering as necessary.

Care of Self

1. 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.
2. 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.
3. 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 £17,000

28 days annual leave which includes 8 Bank Holidays

Othona Pension scheme, 20% employers contribution

Accommodation in a chalet room with ensuite washroom

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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

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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 lead simple Chapel worship</p> <p>Actively support the principles of “Inclusive Church”</p>	
Knowledge and experience	<p>Ability to deputise for the Centre Manager</p> <p>Staff recruitment & management</p> <p>Budgeting, and control of spending and financial control</p> <p>Able to represent The Community to outside organisations</p> <p>Network with other organisations which share our values to grow our client base and increase group bookings.</p> <p>Able to write simple procedure documents or worksheets for the operational running of the centre.</p>	<p>Experience of working in hospitality or a residential setting</p>
General skills & aptitudes	<p>Clear verbal and written communication</p> <p>Able to communicate by email</p> <p>Familiar with other modern means of communication.</p>	<p>Able to help prepare simple nutritious homely lunches for up to 60 people</p>

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	<p>Able to oversee the contracts for servicing maintenance and grounds care</p> <p>Clean driving licence</p> <p>Willingness to learn new skills eg. First aid, food hygiene, fire safety, health and safety, safeguarding.</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> <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>	

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