

Othona Bradwell

Centre Manager Job Description

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 Committee. Your role combines the managerial responsibilities of the site, staff and volunteers together with faith leadership.

You need to ensure that the work of the 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.

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.

Key Responsibilities

Faith Leadership

Set the rhythm of daily life for the resident team and lead by example, ensure that time is given to shared worship, study and recreation alongside work.

Maintain links with the local Parish Church, Diocese and Chapel Committee.

Ensure that people of all faiths and none are welcome and that open dialogue and spiritual exploration is encouraged.

Sustaining Community

Create and maintain a way of living and working that enables the resident 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 that The Community has good relationships with its neighbours and the village.

Management Responsibilities

Recruiting, appraising and supervising the resident staff team and volunteers.

Managing the site, supervising the grounds maintenance, ensuring buildings and equipment are serviced, maintained and kept in good repair, and terms of any guarantees complied with.

Operational management of the centre, both overseeing and as necessary contributing personally to the housekeeping and catering.

Complying with the policies and procedures of the charity, especially safeguarding, health and safety, food hygiene and fire safety. Ensuring that records and risk assessments are kept up to date.

Overseeing the bookings process, ensuring that data are kept in line with relevant legislation and that there are robust financial processes and accurate record keeping.

Overseeing contractors and ensuring that they have insurance, indemnity, the appropriate level of expertise and certification and that they comply with The Community policies and procedures.

With the core team and others, ensure that the work of the centre is promoted both locally and nationally.

Through regular communication, ensure that the wider membership of the Community, as well as friends and supporters are kept abreast of events, developments and fundraising needs.

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 extend and enlarge the people and groups using the centre.

Budgetary Control

Working with the local centre management committee and with the Treasurer Trustee, 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.

Centre Development

Develop - in concert with Trustees, local committee members and others - ways of fulfilling the centre's purpose, and extend its use in ways commensurate with Othona's aims.

Monitoring changing visitors' needs and finding ways of serving them.

Liaison

Work effectively with the local centre management Committee and Trustees.

Recruit and maintain good relationships with volunteers.

Represent Othona Bradwell on, and promote its interests through, appropriate outside bodies and networks.

Personal Boundaries and Self Care

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 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.

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 encouraged to have a spiritual director or other support for reflection and personal growth.

Terms and Conditions

The salary is

25 days annual leave plus bank holidays

Pension contributions 20% of salary

Accommodation, Medlar Cottage, two bedrooms.

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, agree rate of expense