

Othona Essex - Bradwell

Centre Manager

Job Description

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.

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 the managerial responsibilities of the site, 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.

The centre manager is assisted by a deputy manager, once this appointment has been made we will set in train the recruitment of the deputy, the job description will be written collaboratively to complement the skills and interests of this appointee.

There is considerable support and expertise from the Trustees 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.

Key Responsibilities

Faith Leadership

- 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 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.

Sustaining Community

- 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 that The Community has good relationships with its neighbours and the locality.

Compliance

- You will be the named Manager for all matters relating to Othona's statutory responsibilities in respect of Fire Safety, Health and Safety including food safety and Othona's Safeguarding Policy.
- You will need to access expertise and advice from Othona H&S Trustee, Othona Safeguarding Trustee and external Consultants as required
- You will need to 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 Group and the local safety group.
- You are responsible for DBS checks for Volunteers and staff, both ensuring that the correct level of check is done and maintaining records for rechecking.
- GDPR -You will ensure that all records both manual and digital are kept up to date and are held according to GDPR rules

Management Responsibilities

- You will line manage an Deputy Centre Manager who will share the day to day responsibility for the operational management of the site. You 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 digital resources in general to ensure there is appropriate software support, data backup, information security and website maintenance and that the relevant staff have the skills and training they need to use the operating systems safely and within the law.
- You will oversee the appointment of other staff and contractors and remain responsible for ensuring that all employment legislation and HR Policies of Othona and HMRC regulations are followed.
- You will ensure that the grounds are maintained in accordance with National Landscapes guidelines and also oversee and ensure that buildings and equipment are repaired, serviced and maintained and terms of any guarantees complied with.

Centre Development

- You will oversee Centre Development both short and long term. You are required to do this 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.

- Within the current site and any future developments 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.

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.

Liaison

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

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

Terms and Conditions

Current salary £20,600

28 days annual leave which includes 8 Bank Holidays

Othona Pension scheme, 20% employers contributions

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, agree rate of expense reimbursed
Suitable development training as agreed

Agreed by Trustee HR Sub Committee 7 December 2023

This Job Description will be reviewed one year after the commencement of a Deputy Centre Manager