



Job Description

Job Title: Centre Director

Responsible to: Chair of Trustees

Salary: 0.5 clergy stipend

Overview

The Centre Director will provide overall leadership for the Centre, taking responsibility for setting culture and vision across the organization, developing strong and successful relationships with key external partners, delivering an imaginative programme for spiritual retreats and quiet days, and ensuring that there are sufficient resources available for the Centre to flourish.

Reporting structure

The Centre Director reports to the Chair of Trustees and is responsible to the Trustees. They will be responsible for managing the Operations Manager.

Liaison

The Centre Director will liaise with a wide number of people within and beyond the Centre, including trustees, staff, volunteers, guests, hirers, the Abbey community, Rochester Diocese, St Augustine's College, contractors, suppliers, and general public. The Centre is currently developing a wellbeing project which in time will have its own Director, and the Centre Director will need to liaise closely with this role and the associated project in due course.

Support

The Centre Director will be supported by a Management Group who advise and support all the executive functions of the Centre.

Hours: 3 days per week

The Centre Director will work regular hours along with other staff in order to cover opening times. Flexibility is required in order to share in hosting occasional evening and weekend bookings. Working hours will be agreed with the Chair of Trustees.

Additional flexibility may be required to cover holiday or sickness absences and busy periods at the Centre. Additional hours are accrued as Time Off In Lieu (TOIL) to be taken within a three month period.

Ethos

St Mary's Abbey was founded as a community of Benedictine nuns in c1090 by the Norman monk-bishop Gundulf of Rochester. This tradition is continued by the presence of today's Anglican Benedictine sisters who live a life of quiet prayerfulness. They govern the whole Abbey and, in the tradition of radical Benedictine hospitality, have set aside some of their



buildings and given them into the care of the St Benedict's Centre. The Centre offers the space for individuals and groups to meet, study, retreat and pray. The Diocese of Rochester is a valued partner of the Centre and regular user.

The resident Benedictine nuns welcome all guests to join them at their regular times of prayer throughout the day, the sense of prayer being an essential part of the Abbey's ethos- summed up in the Benedictine motto 'Peace'. This deep Peace manifests itself in mutual courtesy, respect, kindness, and generosity, amongst all who share the Abbey site. It helps all parties to be faithful to the terms of their presence at the Abbey- whether through their commitment to vows, tenancy agreements, licenses, or residence. This includes the Centre staff.

The unity of spirit in the bond of peace enables all parties to offer hospitality with warmth and authenticity. This ethos of prayer, mutual care and respect ensures that all those on site are part of the long Benedictine traditions of 'truly seeking God' and of 'welcoming guests as Christ'. It is within this ethos that all may experience the presence of God within and among us.

Purpose

The Centre Director will embrace the ethos and culture as described above and champion the work of the Centre. They will provide spiritual leadership and ensure that the Centre remains true to its purpose in what it does and how it does it. They will build the relational capital necessary for the Centre to flourish and oversee its sustainability for the future.

Key Tasks:

1. Leadership of the Centre
 - Work with the trustees on developing a clear vision and strategy for the Centre.
 - Set a clear culture for the Centre by leadership and personal example.
 - Work with the Operations Manager to ensure that all necessary resources are in place for the Centre to flourish.
2. Staff management
 - Line manage the Operations Manager (monitor and assess performance, oversee contract of employment, recruitment, induction, development and training)
 - Ensure that staff meetings take place regularly.
3. Programme
 - Develop and deliver an imaginative retreat and creative quiet day programme.
 - Chair the programme group
 - Work closely with the Spirituality Adviser for the Diocese of Rochester
 - Liaise with other retreat centres to establish good practice at St Benedict's and joint learning.
 - Ensure that the retreat and quiet day programme dovetails appropriately with other aspects of usage at the Centre



4. External relationships

- Responsible for building strong and effective relationships/partnerships with:
 - The Diocese of Rochester
 - Other partner dioceses, e.g. Canterbury, Chichester, Southwark
 - St Augustine's College of Theology
 - The Abbey community
 - Public, private and third sector organisations

5. Marketing and Publicity

- Responsible for overseeing the marketing and publicity for the Centre.
 - Ensure that the website is up to date and regularly refreshed.
 - Take the lead in developing an appropriate social media presence for the Centre.
 - Ensure that appropriate marketing and publicity materials are produced on a regular basis and published in good time.
 - Network to establish good links with local businesses.

6. Fundraising

- Work with the Chair of Trustees to develop an effective fundraising strategy.
- Deliver the fundraising strategy.

7. Safeguarding

- Oversee the safeguarding policy and procedures.
- Act as the nominated safeguarding lead for the Centre.
- Liaise appropriately with the Head of Safeguarding for the Diocese of Rochester

8. Hospitality

- Share with other staff/volunteers in the provision of hospitality.

9. Communication and reporting

- Produce regular reports for trustees.
- Develop an effective communication strategy for those who are on the Centre's database.

10. Liturgy

- Support the eucharistic rota for the abbey community.
- Be responsible for all services arranged or offered by the Centre (including staff prayers)

11. Other tasks

- In the absence of the Operations Manager, the Director may from time to time need to expedite aspects of the online bookings process.
- Undertake any other tasks which may be reasonably asked from time to time in order for the smooth running of the Centre and to the benefit of other staff and guests.

Person Specification

St Benedict's
CENTRE
...a place apart

- Committed to the values and vision of the St Benedict's Centre
- Experience of leadership in a church setting
- Experience of developing and delivering programmes of spiritual retreat and quiet days
- Experience of managing and supervising others
- Excellent relational skills, and the ability to relate across social and cultural boundaries.
- Excellent oral and written communication skills
- Experience of marketing and publicity
- Experience and knowledge of safeguarding
- Able to work flexibly.
- The ability to work in a team and also collaboratively.
- Ability to multi-task and respond calmly and professionally to needs as they present themselves.
- Self-motivated
- Ideally ordained in the Church of England

This post is subject to DBS clearance. The successful candidate will be expected to complete safeguarding training provided by Rochester Diocese.