



## **JOB DESCRIPTION**

### **DIRECTOR OF SHALLOWFORD HOUSE**

<b>TITLE OF POST:</b>	Director
<b>ACCOUNTABLE TO:</b>	Charity Trustees
<b>LINE MANAGED BY:</b>	Chair of Trustees
<b>HOURS:</b>	35 hours per week plus some evening and weekend working, including overnight cover on occasions. It should however be understood that at some times of the year there may be more hours required to undertake the duties of the role, for which compensatory time in lieu may be taken.

#### **Background**

Shallowford House is the flourishing Retreat and Conference Centre of the Diocese of Lichfield. It is an Edwardian property situated in a delightful nine-acre location in the Staffordshire countryside with good links to the M6 and the West Coast railway.

The House offers accessible Christian hospitality to individuals, groups and communities, hosting a mixture of organised and self-managed events. It has a range of conference facilities and welcomes day visitors and overnight guests in its 25 bedrooms. As part of its commitment to creation care the House is home to a small collection of rescued animals.

#### **Role summary:**

To meet the charity's vision and objectives to ensure the effective outworking of the vision held by the Trustees of Shallowford House. Specific responsibilities include:

- To have overall management of operations within the Charity, including onsite leadership of the Deputy Manager and other staff
- To ensure that the Charity can function efficiently to meet its Aims and Objectives by maximising use of the property, providing a high level of customer service and maintaining long term financial stability.
- To work with the Trustees and provide strategic and policy advice to them
- To build and maintain good relationships with the Diocese of Lichfield and support its strategy "Seeking the Kingdom".
- To ensure that the fabric of Shallowford House remains fit for the purpose of delivering the charity's Aims and Objectives.

- To organise events within the “open programme” and for external groups

### **Key tasks:**

- Work in cooperation with the Board of Trustees, supplying regular reports to the Trustee Board and attending Trustee and sub-committee meetings as required
- Create and sustain a spiritual rhythm within the house, including a regular pattern of worship
- Prepare strategic plans and prepare expenditure proposals for approval by the Trustees.
- Prepare and execute annual business plans and operate within the approved annual budget
- Ensure all operating policies (including HR, H&S and Safeguarding) are implemented and up to date.
- Ensure that the organisation fulfils its legal, statutory and regulatory responsibilities
- Negotiate new contracts with suppliers and users
- Maintain a high quality of service and guest satisfaction
- Promote Shallowford House in the Diocese and in the media to advance the organisation’s aims and maximise bookings
- Represent the organisation at external events and publicity opportunities
- Ensure through the Deputy Manager that all events are properly managed.
- Perform HR duties such as recruiting, selecting, scheduling, supporting and disciplining employees and volunteers.
- Ensure that all staff (employed and voluntary) are properly trained for the tasks which they undertake, and that staff records are kept up to date
- Oversee and encourage volunteer groups
- Ensure that regular internal and external house and site inspections, prepare maintenance schedules and ensure that they are implemented, where appropriate seeking Trustees’ approval for expenditure.
- Schedule minor and major maintenance work and ensure that safe working practices are followed.
- Respond promptly to and manage emergency maintenance needs.
- Provide overnight cover in accordance with operational requirements and staff rotas
- Offer temporary cross-department cover in cases of unforeseen absences.
- Ensure the comfort and care of the animals on-site.
- At all times maintain a high standard of personal conduct to maintain the Charity’s good reputation.

## **PERSON SPECIFICATION**

### **Essential**

- Due to the requirement for the role to create and sustain a spiritual rhythm including worship within the traditions of the house/charity, there is a Genuine Occupational Requirement under the Equality Act 2010 that the postholder be a practising Christian, which should be demonstrated through worshipping regularly within a church that is a member of Churches Together in Britain and Ireland, or a church in communion with the Church of England.

- Have the theological and creative capacity to plan and fulfil a programme that puts the Charity's vision into practice.
- Able to offer an inclusive welcome to groups and individuals wishing to use the House.
- Be an experienced leader of a small staff team with a collaborative and encouraging management style
- Have a heart for the spiritual life of the house with a sense of adventure and fun, be prepared to roll their sleeves up and get stuck in as and when required
- Have an enhanced DBS Certificate and be prepared to undertake safeguarding training at the required level
- Hold or be prepared to train for appropriate food safety certification

### **Desirable**

- Experience of running retreats or similar activities
- Experience of working in catering and hospitality
- Experience of managing and maintaining internal and external maintenance programmes
- Experience of maintaining straightforward records of income and expenditure including periodic stock takes.

### **Terms and conditions**

The Director will be:

- Paid at the rate of an incumbent in the Diocese of Lichfield (currently £31,445)
- Included in an appropriate pension scheme. Existing members of a ministerial pension scheme will have current contributions maintained.
- Required to live in the house provided, free of rent, council tax and water rates.
- Expected to work flexible hours including evenings, weekends and holiday cover, with at least one day off per week clear of duties.
- Entitled to six weeks holiday a year (dates to be arranged in consultation with the Chair of Trustees) plus statutory Bank Holidays
- Reimbursed for travelling expenses in the course of duty at the Diocesan mileage rate or at cost where public transport is used.
- In the first instance the appointment will be for a 6-month probationary period, after successful completion of which it will be subject to 3 months' notice on either side.
- Assistance will be provided towards the cost of relocation.