

ST BEDE'S PASTORAL CENTRE
PERSON SPECIFICATION and JOB DESCRIPTION

JOB TITLE: CENTRE DIRECTOR

LOCATION: St. Bede's Pastoral Centre, 21 Blossom Street, York

SALARY: In range of £45,000 - £50,000 per annum FTE, subject to experience and pro rata for part-time hours. Relocation package available where appropriate

HOURS: 32 - 40 hours per week typically worked Monday to Friday but with some flexibility required (including some Saturdays & evenings)

	REQUIREMENTS
EDUCATION & TRAINING	<p><i>Essential:</i></p> <p>Education - minimum to degree level or equivalent.</p> <p><i>Desired:</i></p> <p>Bringing an area of personal specialism/interest e.g. spirituality and creativity/the arts/body and embodiment/ecology and nature or could bring Pastoral Expertise eg therapeutic/wellbeing</p> <p>Trained in Safeguarding (at least to C2)</p>
EXPERIENCE	<p><i>Essential:</i></p> <p>Experience managing a pastoral/spirituality centre</p> <p>Experience in pastoral leadership</p> <p>Experience working in an ecumenical setting</p> <p>Experience developing and scheduling programme content</p> <p>Experience of working within a team and managing staff, including appraisal and staff development</p> <p>Familiarity with financial information, budget setting and business management</p> <p>Experience in group work and facilitation</p> <p><i>Desired:</i></p> <p>Experience in strategic visioning, planning & management</p> <p>Familiarity with Ignatian Spirituality and an Ignatian based pedagogy</p>
SKILLS & ATTRIBUTES	<p>Excellent interpersonal skills</p> <p>A strategic thinker with vision and creative skills</p> <p>Able to foster creativity in a team, to inspire and motivate others, and to delegate and collaborate with them</p>

	<p>Comfortable working ecumenically and in a range of settings</p> <p>Ability to communicate clearly and accessibly</p> <p>Capacity to facilitate and work safely and creatively with groups</p> <p>Capacity to support and oversee those leading and mentoring training teams</p> <p>Good organisational and time-management skills</p> <p>Proficient in the use of IT, Microsoft Office and confident working in an online context using Zoom (or equivalents)</p>
VALUES & ATTITUDES	<p>Awareness of and commitment to the ethos of the Centre and the Congregation of Jesus Charitable Trust.</p> <p>Commitment to be a facilitative leader in the future growth and development of the Centre.</p> <p>Commitment to team working and engaging with the wider UK Ignatian network and community</p> <p>Commitment to ongoing personal growth and formation.</p> <p>Adherence to St. Bede's Code of Practice for work in Ignatian accompaniment and retreat giving</p>
OTHER RELEVANT FACTORS	<p>Reliable, trustworthy, punctual</p> <p>Adaptable and able to work flexibly</p> <p>Ability to maintain confidentiality at all times</p> <p>Aware of relevant good practice requirements and protocols including safeguarding of adults at risk</p>

The following job description will be reviewed on a yearly basis as part of the annual Performance Appraisal Meeting.

St. Bede's Pastoral Centre

CENTRE DIRECTOR

JOB DESCRIPTION

Reporting to: CEO of Congregation of Jesus Charitable Trust

Responsible for the strategic direction and oversight of all aspects of the management of the Centre

SUMMARY OF RESPONSIBILITIES

- 1) Strategic planning and leadership**
- 2) Personnel responsibilities**
- 3) Centre programme and activities**
- 4) Finance, premises and regulatory management**
- 5) Networking and liaison**
- 6) Personal development**
- 7) General duties**

1) Strategic Planning and Leadership

- In consultation with the team, develop and deliver a strategic plan for the Centre to ensure its vision and mission is achieved and can grow
- Coordinate and oversee the planning and development of the Centre's annual programme – particularly in relation to scheduling of training courses, workshops and retreats. This will include development and revision of existing courses
- Liaise with and develop networks with organisations that have similar aims and services, in particular the Ignatian Centres, and promote a collaborative approach that can strengthen and enrich the work of the Centre
- Support the team in ensuring that the Centre offers a welcoming and friendly environment for all who visit
- Ensure the Centre is making best use of marketing/social media/online & hybrid technology to maximise engagement with what is offered
- Work closely with the Centre's Steering Group in the longer-term development and review of the Centre's activities
- Work collaboratively with the senior management team across the CJ Trust in York and attend monthly senior management team meetings
- Work closely with the Friends of St Bede's to encourage engagement with, and support for, the work of the Centre
- Provide update reports to the Trust Board as and when required

2) Personnel and management responsibilities

- Provide line management support to the Ignatian Spirituality Lead and the Centre Manager; including management supervision, development and performance review
- Develop staff to achieve their potential by fostering an atmosphere of encouragement that allows individuals to take forward new initiatives
- Support the Ignatian Spirituality Lead and Lead Trainer in oversight of the tutors who are actively involved in the programmes; ensuring appropriate training and mentoring is provided to develop and maintain their competence
- Work with the Centre Manager to determine staffing requirements; recruitment, contracting and training of staff
- Be responsible for the welfare of and effective communication with staff, ensuring that their contributions and ideas are recognised
- Ensure staff know and understand the policies and procedures of the Centre

- Implement staff procedures; including performance management, grievance, disciplinary and absence management procedures, liaising with the Trust CEO in all staff management issues
- Ensure all volunteers are appropriately trained and supported

3) Centre programme and activities

- Develop an annual programme of activities, including in-person and online courses
- Contribute to and lead sessions as required in own speciality
- Ensure all training courses offered remain engaged with current world issues and are accessible across generations and denominations
- Research possible external trainers and speakers, and evaluate their performance
- Overall responsibility for communication of the Centre activities; e.g. content of website, newsletter
- Lead external courses and events as capacity allows
- Regular review of the community groups and organisations using the Centre

4) Finance, Premises and Regulatory Management

- Set a three-year budget plan each year, in liaison with the Trust CEO
- Oversee the monitoring of monthly management accounts to ensure financial performance is in line with budget
- Overall responsibility of ensuring compliance with all statutory requirements, such as health and safety, safeguarding and data protection
- With the Centre Manager liaise with the Chief Operating Officer (COO) and site manager to ensure premises and equipment are adequately maintained, safe and meet regulatory standards
- With the Centre Manager liaise with the COO about IT infrastructure and equipment
- Ensure the Centre has systems and internal controls that ensure people's safety and privacy is maintained and that the premises, equipment, finances and data is kept secure
- Ensure there are appropriate risk assessments for activities
- attend all mandatory internal training courses; fire safety, safeguarding etc

5) Networking and liaison

- Maintain strategic connections with relevant national bodies and organisations such as Conference of Religious and Retreat Association.
- Develop and foster effective working relationships with colleagues in other key Ignatian and spirituality centres in the UK and further afield, in collaboration with the Ignatian Spirituality Lead and the Centre Manager.
- Maintain ecumenical links with local diocesan and parish contacts, in collaboration with the Ignatian Spirituality Lead and the Centre Manager.
- Represent the Centre with other external organisations as and when required
- Have strategic oversight of responses to requests for pastoral/spirituality support from outside groups and organisations

6) Personal development

- Engage in ongoing training and formation to ensure knowledge and skills are kept up to date
- Undertake an 8 day individually guided retreat annually
- Receive personal spiritual accompaniment and regular supervision for retreat work and accompaniment of others

7) General duties

Undertake any other duties as reasonably required by the CJ Provincial or CEO

These particulars may be reviewed and amended at any time, after consultation with the post-holder, according to the needs of the work of the Congregation of Jesus Charitable Trust.