



# Diocese of Westminster

<b>Job Profile</b>	SPEC Retreat Centre Manager
<b>Department / Parish / Agency</b>	WYM/SPEC Retreat Centre
<b>Reporting to</b>	Director of Youth Ministry
<b>Cost Centre</b>	345
<b>Location / Address</b>	125 Waxwell Lane, Pinner HA5 3EP
<b>Contract type</b>	Permanent
<b>Hours</b>	35 per week (flexible working pattern to meet the needs of the centre)
<b>Salary</b>	£40,000 per annum
<b>Job Reference</b>	694-345

## **Job Purpose:**

Overall responsibility for the centre, promotion, co-ordination and delivery of retreats for young people, and of other centre-based activities. Responsibility for promoting the mission of the Church and for compliance with statutory, legal and regulatory legislation.

## **Principal duties and responsibilities**

1. To maintain and develop the mission of SPEC as a Diocesan Retreat Centre by promoting and delivering a programme of residential retreats and retreats for parish groups. To promote and encourage the Catholic ethos of SPEC.
2. In collaboration with the Diocesan Youth Chaplain to be responsible for overall development of a stimulating youth retreat programme and formation programme.
3. To deliver a safe and secure environment for the staff, volunteers and guests who use and /or live at the Centre or use its services; ensuring that the Centre, staff and volunteers adhere to statutory requirements and Diocesan policies particularly those concerning Health and Safety, Risk Assessments and Management, and the Safeguarding of Children and Vulnerable Adults.
4. To ensure recruitment of the retreat staff and delivery of an on-going programme of faith formation, training and mentoring that will serve the staff personal development, ensure the quality of retreats given and positively augment the Diocese's pool of potential youth ministers.
5. To lead the marketing and public relations activity necessary for the diocese to achieve the maximum occupancy throughout the year. In particular, to ensure the adherence to the bookings policy and to liaise with external groups using the Centre as a facility.
6. To lead on developing commercial use of SPEC facilities when not used for retreat activities. To establish the centre as a venue of choice.

7. To line manage the Senior Retreat Leader, Administrator and Housekeeping Staff; including six monthly reviews of targets, annual appraisals, and a planned programme of professional development for all employed staff.
8. To build the Centre's budget and manage its expenditure, ensuring it operates within agreed margins. To identify and pursue fundraising opportunities in collaboration with the Director of Youth Ministry.
9. To provide a monthly report detailing finances, user statistics, programme development and staffing matters.
10. To contribute to maintaining and developing the grounds and buildings, including the IT infrastructure. This may involve a contribution to an ongoing programme of short and long term maintenance, securing tenders and oversee contractors as necessary.
11. To ensure that the Centre operates within its charitable objects and meets all legal, financial and regulatory obligations. To be a Designated Safeguarding Lead for the Centre and to report on key areas of responsibility.
12. To lead and be ultimately responsible for on-call duties, be a designated first aider and Designated Safeguarding Lead on site.

### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centred and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

#### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

#### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

#### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

## **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

## **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

## **Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential / Desirable</b>
Practising Catholic as defined by the Catholic Church	E
Comprehensive knowledge of the teachings of the Catholic Church	E
Knowledge of diocesan and national networks including wider structures and practices of the Catholic Church	E
Knowledge and experience of building, health and safety and safeguarding regulations	D
Ability to manage a large retreat programme and ability to lead retreats for various age groups when necessary	E
Conscientious attention to detail and an understanding of the day to day practicalities surrounding the delivery of day and residential programmes	D
Ability to relate to children and young adults sensitively and inspire them	E
Ability to lead and manage teams of staff and volunteers	E
Ability to work with emotional intelligence and empathy	E
Ability to project a friendly, professional manner, both in person and on the telephone	E
Ability to work within appropriate professional boundaries with staff and young people. Ability to work with complete discretion and confidentiality	E
Ability to learn, implement and strictly adhere to diocesan policies, including those relating to safeguarding, health and safety and buildings	E
Ability to meet challenging targets and operational goals	E
Excellent organisational skills and ability to prioritise	E
Ability to think strategically	D
Ability to present and communicate succinctly and with clarity	E
Ability to manage relationships with multiple stakeholders and maintain good lines of communication with them	E
Ability to work methodically and consistently but with flexible and adaptable approach	E
Ability to work outside standard hours of work, including weekends and evenings; ability to manage time and workload effectively	E
Ability to sustain a diverse and demanding workload	E

Ability to work alone, motivate oneself and use one's initiative to develop and organise aspects of work	E
Ability to work collaboratively with the Youth Ministry Colleagues, other Diocesan Agencies and Departments and parishes including clergy, catechists, teachers and religious	E
<b>Experience</b>	
Experience of managing a retreat centre or a similar set up	D
Experience of working with young people, youth ministry and leading retreats	D
Experience and knowledge of design and delivery of retreat programmes for children and young people	D
Experience in leading teams, team working and motivating colleagues in a faith-based projects; experience of staff and volunteer supervision	D
Appropriate training and recent experience in parish catechetical or pastoral ministry	D
<b>Qualifications</b>	
Theology or Religious Studies	D
Youth work/Evangelisation	D
Hospitality or management qualification	D
Chaplaincy	D
If not already qualified, be willing to qualify as a first aider and safeguarding representative	D
<b>Other requirements</b>	
A commitment to live in accord with the teachings and practice of the Catholic Church as defined in the Catechism of the Catholic Church and the laws of the Church	E
A commitment to on-going training, formation and attendance at in-service training	E
A sensitivity to the structures and practices of the Catholic Church and the Diocese of Westminster, including a willingness to work in compliance with the wishes of the diocesan bishop and under the direction of his representatives, including the auxiliary bishop with particular pastoral responsibility for youth ministry and the Diocesan Youth Chaplain	E

### Other

The post is subject to an enhanced check by Disclosure and Barring Service.

This job opportunity includes the option for accommodation arrangements. Details can be provided upon request.