

THE IONA COMMUNITY JOB DESCRIPTION FOR THE POST OF WARDEN

INTRODUCTION

The Iona Community maintains a group of Resident Staff Members on Iona and Mull (sometimes referred to as 'the Resident Group') to run its island centres, welcoming guests and some of the more than 190,000 visitors who come to Iona and the Ross of Mull each year. Between March and December the Resident Group shares its common life with hundreds of guests who come from all over the world to stay at one or other of the centres, usually for a week at a time. They are also joined by many voluntary staff, who come to serve the Community and share in the common life, usually for between six and twelve weeks, but sometimes for longer. On Iona staff are part of the wider Iona Community's task, seeking new ways of living the Gospel in today's world, going about their part in the task by inviting people to come and share in the common life of work and worship on Iona.

To be a member of the Resident Group of The Iona Community is not just a job, it is a way of life. But the job is only part of the whole. It is essential that those who decide to join the Resident Group be aware of the nature of the work we are engaged in, and the wider implications that has for the whole of our life here, further details of which are on our website.

THE PLACE OF WORK

The Iona Community's two centres on Iona (the Abbey and the MacLeod Centre) are in close proximity to the restored medieval Benedictine Abbey on the site of Columba's 6th century foundation.

The Abbey is a residential centre which receives guests from March through December each season. It can accommodate up to 44 guests each week (Saturday – Friday). The work is supported by approximately 20 volunteers, each staying between six weeks and three months, who work alongside members of the Resident Group. The Abbey's annual budget is around £300,000. The overall budget for the Iona Centres is £435,000, annually, not including the Iona Community Shop.

THE POST

The post of Warden is a senior leadership position within the Iona Community. The Warden has direct responsibility for the co-ordination and oversight of the work of the Iona Community on Iona (see 1 below). S/he also has specific responsibility for the management and coordination of the work of the Abbey (see 2) and other responsibilities concerning staff management, finance & administration, and communication (see 3). In fulfilling these responsibilities for the leadership and management of the Iona Community's work on Iona, the Warden works in partnership with the Deputy Warden (who has corresponding specific responsibility for the MacLeod Centre).

The Warden chairs the Iona Management Team (which currently comprises the Warden, Deputy Warden, Centre Resources Coordinator, Hospitality Team Leader, Programme Coordinator, Staff Representative), which has the main decision-making function relating to the work of the centres on Iona and is also a vehicle for good communication between the Community's work on Iona, its work on the mainland and at Camas. The Warden is a member of the Iona Staffing Group and the Programme Team. The Warden is a member of the Iona Committee and of Council. The Warden participates fully in the shared life of the

Resident Group. The duties of the Warden will be fulfilled within the context of the strategic priorities and commitments of the Iona Community. The post is seen as developmental in terms of how both island centres are used, requiring flexibility as well as ongoing appraisal.

GENERAL RESPONSIBILITIES

As is the case with all Resident Group posts, the Warden participates fully in the shared life of the Island's Resident Group, the responsibilities of which cross the different centres. The shared life will include chairing meals, helping lead pilgrimages and ceilidhs and interacting with guests. The worship of the Iona Community on the island is the responsibility of the Warden; however, all other Resident Group members are expected to share in the leadership of worship. More information on the general responsibilities of Resident Staff is given in the Resident Group Notes and these should be read in conjunction with this job description.

RESPONSIBILITIES OF THE WARDEN

The responsibilities of the Warden are listed under three headings, the first relating to the overall work of the Iona Community on Iona, the second relating to the specifics of the Abbey Centre, and the third, general responsibilities.

1. IONA COMMUNITY RESPONSIBILITIES. The Warden will be responsible for:

- a) Ensuring the Iona Community's strategic priorities, areas of concern, and commitments are incorporated into areas of work on Iona through participation in the annual planning cycle.
- b) Maintaining and developing well equipped and efficiently run facilities with an ethos and programme reflecting the interests and concerns of the Iona Community.
- c) Planning and coordinating the programme of the work of the Iona centres, in conjunction with the Deputy Warden and in consultation with appropriate people, to maximize occupancy and balance of target users.
- d) Coordinating and leading the worship of the Iona Community on Iona, including the provision of training for worship leaders. (For an ordained post holder, this area of responsibility would include presiding at the Celebration of Communion on a regular basis.)
- e) Ensuring the promotion of the work on Iona (the annual programme, themed weeks, and volunteering opportunities) through existing and new networks, with the support of the Communication and Fundraising Committee.
- f) Leading and developing with the Resident Group, the Iona Community's ministry of hospitality on Iona.
- g) Ensuring the Iona Community's policies e.g. Child Protection, Health & Safety are adhered to and to serve as a Child Protection Officer.
- h) Ensuring an ethos of welcome where all are enabled to participate fully in the common life.
- i) Ensuring appropriate pastoral support for staff and occasionally guests.

2. ABBEY CENTRE RESPONSIBILITIES. The Warden is responsible for:

- a) Enabling the creation of a hospitable atmosphere and a good sense of community amongst staff and guests.
- b) Ensuring the development and provision of a programme at the Abbey Centre, in liaison with the Deputy Warden and the Management Team.
- c) Overseeing the domestic care, maintenance and safety of the Abbey Centre, in liaison with the Hospitality Team Leader, the Centre Resources Coordinator, and Historic Scotland. This will include ensuring regular maintenance is carried out.
- d) Enabling and facilitating staff and guests' full participation in the common life.
- e) Delivering programme sessions (welcome, reflection, and others) as agreed with the Programme Team.

- f) Promoting the programme of the Abbey Centre, with other staff, as part of the Iona Community's facilities on the island.
- g) Monitoring and evaluating the work undertaken by the Abbey Centre and producing reports as required for planning and other purposes.
- h) Arranging a weekly Member in Residence to support the operation of the Abbey Centre during the season.

3. GENERAL RESPONSIBILITIES. The Warden is responsible for:

Staff Management

- a) Line Management of the Deputy Warden, the Centre Resources Coordinator and any other staff as agreed.
- b) General oversight of the line management of staff and its structure.
- c) Ensuring the annual review of those members of the Resident Group who have contracts of employment exceeding one year for whom s/he has line-management responsibility.
- d) Functioning of the Iona Staffing Group (regarding the appointment, management, welfare and pastoral care of staff).

Finance & Administration

- a) Managing the preparation and control of the annual budget for the Iona centres with the Deputy Warden, the Centre Resources Coordinator and the Management Team.
- b) Produce and present reports for the Iona Committee and Council when required (including the annual evaluation process).

Communications

- a) (Internal) Leading the management team and ensuring it is functioning effectively
 - b) (Internal) Communicating regularly with the Leader and, as appropriate, the Support Services Manager
 - c) (Internal) In conjunction with the Deputy Warden, liaising regularly with and providing mutual support for the Camas Coordinator.
 - d) (Internal) Participating in meetings of the Iona Committee and Council, within each of which the Warden holds an ex officio post, and any other working groups where appropriate.
 - e) (External) Liaising, in consultation with the Leader where appropriate with e.g. Historic Scotland, the media, the local Iona Community Council and related Island Liaison Meeting, the National Trust, the island community generally and its institutions, such as the Parish Church and Minister, Bishop's House, and the Roman Catholic House of Prayer
4. Any other duties which are appropriate to the post and which are agreed with the Leader.

RESPONSIBLE TO

The Warden is appointed by and accountable to the Iona Community through Council. The Warden is line managed by the Leader. The post holder is supported and directed by the Iona Committee along with the Leader of the Iona Community. Members of the Resident Group are responsible to each other for their participation in the common life.

PERSON SPECIFICATION

The following experience, abilities and skills are needed to fulfil the requirements of the job description. Appropriate evidence should be provided within the application form, and the interview will explore these matters further.

- 1) We expect the Warden to:
 - a) be a proven 'team player', but also be able to solve problems on her/his own initiative
 - b) have a creative and positive approach to the common task
 - c) have a proven ability to manage staff and manage and monitor budgets, and handle administrative tasks

- d) have the ability to work with groups and individuals, particularly in terms of co-ordinating and delivering structured programmes
- e) have the vision and ability to develop the Abbey Centre as a place of welcome for guests of differing ages and a variety of backgrounds and needs
- f) have experience of leading worship, coordinating the practicalities of worship, and oversight of a worshipping community
- g) share the Community's Christian commitment
- h) have a good understanding of the Community's history, work and ethos and be capable of representing the Community's policies and concerns on Iona and elsewhere, as a Member or Associate Member of the Iona Community
- i) be willing and able to share fully in the common life of hospitality and welcome, which extends beyond our roles and tasks and into our daily life
- j) have proven facilitation skills and understanding of group process, including conflict resolution
- k) have experience in communicating clearly to a variety of audiences in appropriate media
- l) have experience in managing, facilitating and developing change initiatives in a safe manner
- m) have interpersonal and pastoral skills
- n) organise and manage his/her own work load and work independently with minimum supervision
- o) be able to maintain confidentiality in a sensitive and unique environment
- p) be able to prioritise work & delegate tasks to others
- q) have proven abilities to use email, internet, spreadsheets and word processing software

2) We desire a Warden who has:

- a) experience of working with vulnerable people
- b) experience of running a residential centre, and/or of living in a residential community
- c) some training in Child Protection

CONDITIONS OF SERVICE

This post is offered on a 3-year resident contract. Full details of terms and conditions of employment will be made available on request to short listed candidates.

This post is exempt from the Rehabilitation of Offenders Act and any appointment will be subject to a satisfactory Criminal Records Office check.

Revised 3/12/09 - njs