

Saint  
Columba's  
House



## **Chaplain/ Programme Developer Role Description**

### **About St Columba's House**

St Columba's House is a small Christian Retreat and Conference Centre in Woking. It is part of the wider charity, St Peter's Home and Sisterhood (registered charity in England and Wales 240675). The retreat house was established in 1967 by the Reverend Mother of the Sisterhood of St Peter in the grounds of their convent. The convent has since closed and the Sisterhood is now dispersed. The retreat house is currently the most visible part of the charity alongside the care of the sisters and their dependants, together with a small charitable grant making trust.

St Columba's House was extensively refurbished and extended in 2008 and now provides accommodation for up to 31 people in en-suite bedrooms, together with a chapel which can seat up to 80 people, an oratory seating 15, and a variety of meeting rooms. St Columba's House retains its Anglican founding ethos but reaches out beyond this foundation. St Columba's House is used by many different kinds of clients including Diocesan groups, churches, charities, educational groups, businesses and individuals seeking a quiet space.

St Columba's House seeks to be a place of welcome for all its guests. Whilst the majority of its clients are Anglican groups, recent years have seen guests of all Christian denominations and traditions from Roman Catholic to Pentecostal, from Russian Orthodox to Baptist. Non-religious guests are also welcome – lacemakers, choirs, management trainers and counsellors are all recent guests.

In recent years St Columba's House has grown in popularity and it is now a busy, thriving venue with many returning and new guests arriving each year to experience our warm Christian hospitality.

### **About the role of Chaplain/Programme Developer**

St Columba's House has a transient, occasional, population of guests, whether residential groups, individuals or local people. The role of the Chaplain/Programme Developer is to attract guests and to offer guests a warm Christian welcome and a chance to dip into a Christian experience they might not find in a formal church setting.

The Chaplain /Programme Developer plans, co-ordinates and helps to deliver the religious work of St Columba's House. This includes developing, managing and promoting a programme of in-house led events, acting as ambassador, attracting new religious bookings to St Columba's House, maintaining and developing relationships with many of our regular religious clients and leading the spiritual life of the house through a rhythm of prayer and services.

The Chaplain /Programme Developer will work closely with the Chief Executive of St Peter's Home and Sisterhood and the Marketing Co-ordinator to ensure that St Columba's House provides a high quality experience for all our guests of all religions and none.

The role could be filled by an ordained Anglican or a lay person with relevant understanding, skills, enthusiasm and experience.

### **Application**

Apply by CV and covering letter. Please highlight areas of your experience which are relevant to this role. Include the details of two referees, one professional and one personal.

### **Closing Date**

17 June 2019, 10pm

### **Interview**

July 2019, date to be confirmed

### **Role Particulars**

#### **Hours**

22.5 hours per week to be worked flexibly, (to include attendance at Thursday morning staff briefing meetings where possible).

#### **Salary**

In the range £29,000 to £32,000 pro rata FTE

**Accountable to:** The Chief Executive of St Peter's Home and Sisterhood

**Liaising with:** Marketing Co-ordinator, Front of House Administration team, in-house spiritual directors, Reverend Mother Angela, catering and housekeeping team

### **Role Responsibilities**

#### ***Programme Development***

- Develop an in-house programme of retreats, quiet days and events in harmony with the vision of the House.
- Plan programme in consultation with staff and appropriate colleagues, with approval of programme by the Chief Executive.

- Manage the process and practicalities of house programme events.
- Ensure effective delivery of the in-house programme.
- Provide information about programme to brief staff, to go in printed materials, for the website, etc.
- Develop promotional strategies and oversee production of promotional materials for programme events ensuring they are in keeping with the event and the House's communication style.
- Evaluate and assess House activity to feed in to future programme events in order to increase House usage.
- Balance costs with charitable benefit.
- Work with Marketing Assistant to deliver a regular promotional "e-newsletter" or similar e-mail communication of upcoming House events.

### ***Pastoral***

- Be a welcoming presence in the house to visitors and guests.
- Lead services: Common Worship Morning Prayer every day which the Chaplain works, occasional Eucharist and other services.
- If the role is filled by a lay person, co-ordinating clergy to lead Eucharists and other services will be part of the role.
- Be an integral part of the team leading programme events (this team will include both internal and external people).
- Work as part of the in-house staff team to enhance the guest experience of St Columba's House.
- Offer pastoral care to guests and staff.
- Develop and build relationships with worship groups and other groups regularly using the house.
- Work with Reverend Mother Angela in the regular life of prayer of the House and in the use of worship space within the House.

### ***Ambassadorial***

- Promote the house in conjunction with Chief Executive and Marketing Assistant.
- Facilitate use of house by Anglican Church groups and individuals in Guildford Diocese and more widely.
- Network within the Anglican Church structures and with other denominations to build awareness of our facilities.
- Reach out to other denominations, finding networking opportunities and encourage a broad Christian use of the house.
- Build relationships with existing clients and be a visible "face of the house" to them.
- Assist with Open Days and other marketing events.
- Contribute significantly to all promotional material relating to St Columba's House.

### ***Other***

- Prepare and present a quarterly report to the Council of Trustees. Attend the open session of the quarterly Council meetings.

- Work flexible hours to fit the needs of the house programme and other guests. This will involve working occasional evening and weekend hours and some periods of concentrated hours for which time off in lieu can be taken.
- Occasional overnight stays with guests may be needed.
- Work within an agreed budget and work with the Chief Executive to negotiate annual budget.
- There may be opportunities to develop particular areas of interest or skill that will enhance the work of St Columba's House, provided that the general duties of the post continue to be achieved.
- Other tasks at the discretion of the Chief Executive.

## **Person Specification**

We are seeking a team player with broad interest and experience in retreats and spirituality.

### **Personal attributes**

- Friendly and welcoming manner.
- Strong pastoral skills.
- Good communicator in person and in writing.
- Highly organised with good planning and co-ordination skills.
- Team player, able to communicate, enthuse, collaborate, co-ordinate, delegate and facilitate.
- Able administrator with good computer skills.
- Interest in contemporary and contemplative spirituality.
- Broad church and ecumenical approach, comfortable leading and participating in many styles of worship from many Christian traditions, whilst retaining roots in our Anglican ethos.
- Understanding of the benefits which retreat houses and conference venues offer to a wide variety of people.
- Willing to travel, including overnight stays at conferences, training events, etc.
- Flexible in availability for working hours.

### **Notes**

- The Chaplain will be employed directly by St Peter's Home and Sisterhood (registered charity 240675). If the appointee is ordained, the Chaplain will need to be licensed by the Bishop of Guildford. This can be arranged for a suitable candidate.
- If the appointee is not ordained, the post holder can make arrangements for presiding at Eucharist, with visiting and/or local clergy.
- This role will be subject to enhanced DBS checks for both children and vulnerable adults.

### **Qualifications and Experience**

#### ***Essential***

- Experience of working effectively within teams.
- A commitment to working with people of all denominations, all faiths and none.

- Possession of a creative imagination.
- Computer literate across a range of programmes.
- Understanding and broad experience of the contemporary church in the UK.
- Sympathetic knowledge of the life, culture and structures of the Anglican Church; this is most likely to be gained by being an active member of a parish or organisation, or from working in an Anglican Church context.

### ***Desirable***

- Experience of working with groups and/or individuals in spirituality.
- Ordained priest in the Church of England.
- Experience of leading retreats
- Experience of managing events whether in a work or voluntary capacity.
- Experience of working within budgets.
- Experience of creating concise and clear written reports.

### **Benefits**

- One funded 3 day retreat per year which can be taken at any retreat house with the agreement of the Chief Executive.
- Cost of post-holder's spiritual direction (up to 6 times per year) and associated travel expenses covered by St Peter's Home and Sisterhood, at the discretion of the Chief Executive.
- Reduced rates for personal bookings of St Columba's House.
- If the post-holder is ordained, this post is eligible for participation in the Church of England Pension Scheme.
- If the post-holder is not ordained, a workplace pension arrangement will be made.