**Job Description**

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| **1. JOB DETAILS** |
| **Job Title:** | Programme Manager |
| **Line Manager** | Abbey Warden |
| **Location:** | Iona |
| **Relevant Committee:** | Community Life Committee |
| **Contract:** | The post requires to be filled on a resident staff basis. Ideally the appointment will be made for a three-year period, from 1st February 2021 to January 2024, with the option at the end of year 3 to a further 1-year extension. An annual seasonal appointment (February – December) may be an option if required.Please read the attached **‘**Working for The Iona Community – On Iona 2021**’** |
| **Protection of Vulnerable Groups** | This post is exempt from the Rehabilitation of Offenders Act and the post-holder will need to be or to become a member of Scotland’s Protection of Vulnerable Groups Scheme. |

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| **2. JOB PURPOSE AND CONTEXT** |
| **Job Purpose**The Programme Manager will be responsible for the effective planning and delivery of creative programme events and activities which meet the needs of guests and visitors of all ages in line with the Iona Community’s Purpose, work and concerns. A member of the resident staff group, the postholder will work with colleagues on Iona and in Glasgow to plan that includes creative and arts based activities; reflective spaces; activities exploring the local environment and expressing the Community’s commitment to environmental justice; discussions and workshops. Developing and coordinating a team of programme volunteers and workshop facilitators, the postholder will ensure activities and sessions are well planned and delivered, and inspire participants to take their learning into the wider world, empowering them to work for peace and justice. |

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| **3. MAIN RESPONSIBILITIES** |
| 1. **Programme Design and Delivery**
	1. Prepare, in partnership with the Programme Planning Group, a seasonal ‘Programme Events Calendar’ for the Abbey Centre, in line with the 3-Year Abbey Strategic Plan and 10-Year Strategic Vision.
	2. Liaise with groups and individuals before, during and after their stay to ensure excellent communication, that specific programme needs are met, and linking them to the wider Iona Community.
	3. Prepare and deliver a wide range of programme sessions and activities for guests of all ages, tailored to the needs of specific groups where appropriate and reflecting the Purpose, Rule of Life, work and concerns of the Iona Community.
	4. Liaise with and support external programme leaders in preparation, facilitation and where appropriate, delivery of their programme content.
2. **Resource Development**
	1. Devise and deliver a range of ‘pilgrimage’ and other self-directed activities for guests in line with the Abbey Centre 3-Year Strategic Plan and 10-Year Strategic Vision.
	2. Develop a pool of Iona Community Members, Associates and local people on Iona and Mull, who can contribute to the delivery of quality programme sessions and workshops, in line with the Iona Community’s Purpose and Values.
	3. To develop appropriate written and on-line material, handouts and other materials required as part of the programme.
	4. Ensure programme resources and equipment are developed and maintained.

 1. **Management**
	1. Line manage a team of Programme Volunteers, providing quality support, supervision, training and feedback.
	2. Liaise with the Abbey Warden, Musician and Sacristan to enable the participation of guests in programme and services of worship.
	3. Report regularly on all aspects of work to Line Manager and prepare reports as required for Council and Iona Community Annual Report.
	4. Plan and communicate a programme rota, which includes sessions and activities for guests, as well as a children’s programme through the summer and other holiday periods, and youth activities.
	5. Develop guest feedback and evaluation systems.
	6. Monitor programme expenditure and budget.
2. **General**
	1. Fulfil the role, along with others, of Safeguarding Officer, ensuring the Iona Community’s Safeguarding Policy is adhered to in relation to the planning and delivery of programmes, involving children, young people and vulnerable adults.
	2. Support the Abbey Warden and Operations Manager in ensuring health and safety matters are fully considered in relation to programme activities, including the maintenance of risk assessments.
	3. Undertake any other duties delegated by the Abbey Warden, consistent with the role of Programme Manager.
3. **For all Islands Resident Staff**
	1. Promote and support a positive ethos within the Abbey Centre consistent with the Iona Community’s Purpose and Rule of Life, role modeling and encouraging the Community’s model of hospitality and common life.
	2. Ensure the Abbey Centre maintains an atmosphere of warm welcome, nurture and hospitality for all who live, work or visit.
	3. Participate fully in the common life of the resident staff group. The worship of the Iona Community on the island is the responsibility of the Abbey Warden, however, all other resident staff members will be expected to share in the facilitation and leadership of worship, for which training will be given.
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| **4. LEVEL OF AUTONOMY AND DECISION-MAKING** |
| This post has considerable day to day autonomy and can make decisions relating to the area of responsibility. Changes to processes, etc., will require to be referred upwards, as appropriate. |

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| **5. COMMUNICATIONS** |
| The main internal contacts of the post are: Colleagues on Iona, at Camas and in Glasgow, the Programme Planning GroupThe main external contacts of the post are: External Programme Facilitators (including Members, Associates and local people), guests, visitors, members of the public, suppliers and contractors (e.g. providing / maintaining audio equipment). |

**PERSON SPECIFICATION**

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| **Essential:** |

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| 1. Experience of planning and facilitating creative programmes for groups of people within faith based and other settings.
2. A creative, spontaneous and innovative approach to programme development.
3. To be in sympathy with, and have a sound knowledge of, the Iona Community’s Christian commitment, Purpose, Values, work and concerns.
4. Ability to engage, communicate and work with groups of people from a wide range of ages, backgrounds, abilities and nationalities.
5. Facilitation and/or group work experience.
6. Able to take a flexible approach and work with the unexpected as well as the routine.
7. Very good organisational skills, with the ability to plan, prioritise conflicting demands, communicate and resource the programme rota and activities.
8. Ease with computer skills including Microsoft office package or equivalent and with Social Media platforms.
9. Experience of supervising and supporting people in their work and a willingness to lead by example.
10. Able and willing to delegate and to foster good team work.
11. A commitment to reflective practice and able to receive constructive feedback.
12. A willingness to live in a residential community and to cover for colleagues, when necessary.
13. To share in the ministry of hospitality and the common life in the Abbey Centre.
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| **Desirable:** |
| 1. A teaching, facilitation or training qualification.
2. Experience of managing staff, volunteers and consultants.
3. Previous involvement in preparing and facilitating creative and inclusive worship.
4. Knowledge of the Iona Community’s resources, including the Wild Goose Resource Group’s music and liturgy material.
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| **ADDITIONAL COMMENTS** |
| This document will be reviewed: on an annual basis at the time of the annual appraisal; or within six months of appointment; or as a result of a change in strategic direction; or as a result of a team / operational requirement.  |

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| **AGREEMENT** |
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| Job Holder’s Signature | Date |
| Immediate Manager Signature | Date |