



## JOB DESCRIPTION: PROGRAMME MANAGER

### JOB DETAILS

Job Title:	Programme Manager
Line Manager:	Abbey Warden
Location:	Iona
Operational Committee:	Community Life Committee
Contract	Residential Staff Terms and Conditions 1 March 2022 – 28 February 2025
Protection of Vulnerable Groups	This post is exempt from the Rehabilitation of Offenders Act. The post-holder must be or become a member of Scotland's Protection of Vulnerable Groups Scheme.

### Job Purpose

The prime role of the Programme Manager is to

1. Plan and deliver creative events and activities that meet the needs of guests and visitors of all ages in line with the Iona Community's Purpose, work and concerns.
2. Inspire participants to take their learning into the wider world, empowering them to work for peace and justice.

### MAIN RESPONSIBILITIES

#### 1. Programme Design and Delivery

- a. Prepare, in partnership with the Programme Planning Group, a 'Programme Events Calendar' for the Abbey Centre, in line with the 3-Year Abbey Strategic Plan and 10-Year Strategic Vision.
- b. Plan and communicate a programme rota, with sessions and activities for guests, a children's programme and youth activities.
- c. Liaise with groups and individuals before, during and after their stay to ensure that specific programme needs are met.
- d. Prepare and deliver a wide range of programme sessions and activities for guests, tailored to the needs of specific groups where appropriate and reflecting the Purpose, Rule of Life, work and concerns of the Iona Community.
- e. Support external programme leaders in preparation, facilitation and where appropriate, delivery of their programme content.
- f. Work with the Membership Manager to encourage guests to join or continue to be part of the Iona Community after their visit.

#### 2. Resource Development

- a. 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.
- b. Develop a team of Iona Community Members, Associates and people on Iona and Mull, who contribute to the delivery of quality programme sessions and workshops, in line with the Iona Community's Purpose and Values.
- c. Develop written and on-line material, handouts and other materials.
- d. Ensure programme resources and equipment are developed and maintained.

#### 3. Management

- a. Coordinate a team of Programme Volunteers, providing quality support, supervision, training and feedback.

- b. Liaise with the Abbey Warden, Musician and Sacristan to enable the participation of guests in programmes and services of worship.
- c. Report regularly on all aspects of work to the Line Manager and prepare reports as required for Council and other Iona Community purposes.
- d. Develop and implement guest feedback and evaluation systems.
- e. Monitor programme expenditure and budget.

#### **4. General**

- a. Ensure the Iona Community Safeguarding Policy is adhered to in relation to the planning and delivery of programmes, involving children, young people and vulnerable adults.
- b. Fulfil the role of Safeguarding Officer.
- c. 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.
- d. Undertake any other duties delegated by the Abbey Warden, consistent with the role of Programme Manager.

#### **5. For all Islands Resident Staff**

#### **6. For all Islands Resident Staff**

- a. 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.
- b. Ensure the Abbey Centre maintains an atmosphere of warm welcome, nurture and hospitality for all who live, work or visit. 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.

### **SUPERVISION AND BUDGET RESPONSIBILITY**

Task management of programme volunteers

### **LEVEL OF AUTONOMY AND DECISION-MAKING**

This post has considerable day to day autonomy and can make decisions relating to the area of responsibility.

### **COMMUNICATIONS**

The main internal contacts of the post are:

- a. Colleagues on Iona
- b. Colleagues on the mainland
- c. Membership Manager

The main external contacts of the post are:

- d. External Programme Facilitators, guests, visitors, suppliers and contractors (e.g. providing / maintaining audio equipment).

## PERSON SPECIFICATION

### Essential

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 have a sound knowledge of and be in sympathy with 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. Able to take a flexible approach and work with the unexpected as well as the routine.
6. Very good organisational skills, with the ability to plan, prioritise conflicting demands, communicate and resource the programme rota and activities.
7. Good computer skills including Microsoft office package or equivalent and Social Media platforms.
8. Experience of supervising and supporting people in their work and ability to lead by example.
9. Able and willing to delegate and to foster good teams.
10. Commitment to reflective practice and able to receive constructive feedback.
11. Willingness to live in a residential community and to cover for colleagues, when necessary.
12. Sharing in the ministry of hospitality and the common life in the Abbey Centre.

### Desirable

1. A teaching, facilitation or training qualification.
2. Previous involvement in preparing and facilitating creative and inclusive worship.
3. Knowledge of the Iona Community's resources, including the Wild Goose Resource Group's music and liturgy material.

## AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date