JOB DESCRIPTION

1. JOB DETAILS

Job Title	Deputy Programme Manager, Iona Abbey Centre
Location	Iona
Line Manager	Programme Manager
Salary	Resident Team allowance of £661.00; all rent, bills and food included.
Pension	Company Pension Available
Holidays	37 days inclusive of Public Holidays
Duration:	3 years with option to extend starting 1st February 2023
Probation	3 months probationary period
Hours	35 hours per week; with Common Life commitments in addition.
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.
	Please read the attached 'Terms and Conditions of Employment – Iona 2023' and 'working for the Iona Community on Iona 2023' for essential information about living and working conditions.
Date of this version	October 2022

Job Purpose
The prime role of the Deputy Programme Manager is to
1. Support Programme Manager with planning and delivery of Iona Community programmes at Iona Abbey, deputising for Programme Manager.
2. Plan and deliver a Children's Programme to be offered during Family Weeks
3. Plan and deliver a Craft Programme to run throughout the season
4. 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) Alongside Programme Manager, lead the weekly programme of activities for Abbey Guests.
b) Plan and deliver a wide-ranging Children/Young Person programme
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.

2. Resource Development
a) Assist with planning and delivery of a range of 'pilgrimage' and other self-directed activities for guests.

b) Help to develop and support 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) Assist with development of written and on-line material, handouts and other materials.
d) Ensure programme resources and equipment are developed and maintained.

3. Management
a) Supervise and guide the Programme Volunteer, providing quality support, supervision, training and feedback.
b) Liaise with the other Abbey staff 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 assist with preparation of reports.
d) Assist the Programme Manager in developing and implementing guest feedback and evaluation systems and ensure feedback is recorded and circulated to all departments for follow up.

4. Unlocked
a) Support the Unlocked Programme by being the main contact for Guests on the Island
b) Liaise with regard to bookings, special requirements, travel, travel expenses and feedback.
c) Contact all Unlocked Guests pre-visit to ensure they have all the relevant information to enjoy their stay and assist with their questions and particular needs.
d) Greet all Unlocked Guests on arrival on the Island and check in with them regularly throughout their stay.
e) Liaise with Administrator to ensure Guests receive, when appropriate, their travel allowance in cash on arrival.
f) Ensure Unlocked Guests are not identified beyond those who need to know.
g) Follow up with Unlocked Guests after their departure and record any feedback.

5. 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) Be aware of health and safety matters and ensure these are fully considered in relation to programme activities.
c) Assist with conduct of Risk Assessments for all programme activities
d) Undertake any other duties delegated by the Programme Manager consistent with the role of Deputy Programme Manager.

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.
c) Participate fully in the common life of the resident staff group.
d) 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 volunteer

LEVEL OF AUTONOMY AND DECISION-MAKING
This post has some day to day autonomy and can make some decisions relating to the area of responsibility.

COMMUNICATIONS
The main internal contacts of the post are:
a) Programme Manager
b) Warden
c) Colleagues on Iona
d) Colleagues on the mainland

The main external contacts of the post are:
External Programme Facilitators, guests, visitors, suppliers and contractors (e.g. providing / maintaining audio equipment).

PERSON SPECIFICATION

Essential
1. Experience of planning and facilitating Children's activities, both indoor and outdoor.
2. Experience of planning and facilitating Craft sessions for all ages
3. Experience of planning and facilitating creative programmes for groups of people within faith based and other settings.
4. A creative, spontaneous and innovative approach to programme development.
5. To have a sound knowledge of and be in sympathy with the Iona Community's Christian commitment, Purpose, Values, work and concerns.
6. Ability to engage, communicate and work with groups of people from a wide range of ages, backgrounds, abilities and nationalities.
7. Able to take a flexible approach and work with the unexpected as well as the routine.
8. Very good organisational skills, with the ability to plan, prioritise conflicting demands, communicate and resource the programme rota and activities.
9. Good computer skills including Microsoft office package or equivalent and Social Media platforms.
10. Experience of supervising and supporting people in their work and ability to lead by example.
11. Able and willing to delegate and to foster good teams.
12. Commitment to reflective practice and able to receive constructive feedback.
13. Willingness to live in a residential community and to cover for colleagues, when necessary.
14. 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

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.