



JOB DESCRIPTION

JOB DETAILS	
Job Title	Iona Community Learn Development Manager
Line Manager	Leader
Location	Home-based, but with regular meetings in our mainland office in Glasgow and occasional UK travel including to the islands of Mull and Iona
Salary Grade	H - £31,933 (pro rata for part time hours)
Pension	Nest Pension scheme is offered to all employees
Holidays	37 days inclusive of public holidays pro rata
Probation period	3 months
Hours of work	This is a temporary (18 month) pilot, part-time post 17.5 hours – flexible working hours are offered to meet needs of the post.
Date of this version	February 2023

MISSION OF THE IONA COMMUNITY
Inspired by our faith, we pursue justice and peace in and through community
JOB PURPOSE
<p>Building on</p> <ul style="list-style-type: none"> • the Iona Community Learn proposal to Council (May 2022) and • the Learning and Equipping Strand from the Iona Centres Futures papers (2019). <p>The primary purpose of this post is to bring proposals to Council, within 18 months of appointment, for an ongoing Iona Community Learn plan.</p>
MAIN RESPONSIBILITIES
<p>1. Short Term Residents Development</p> <ol style="list-style-type: none"> a. Develop a pathway for Short Term Resident (less than 12 months) recruitment, support and development in conjunction with islands centres staff. b. Develop a learning programme for Short Term Residents at our islands' centres c. Build and facilitate Short Term Residents programme resources/workshops including reflective learning materials based on the Rule of Life of the Iona Community, the Learning and Equipping Strand from Iona Centres Futures Group (ICFG) report and the work of the Common Concern Networks. <p>2. New Members Programme (NMP) Development</p> <ol style="list-style-type: none"> a. Support Leader in developing all aspects of the global New Members Programme b. Build NMP resource material including booklet, podcasts, reflective learning material c. With Leader, pilot NMP outside Europe d. Develop material for life-long learning for all in membership of the IC e. Work with Digitization Advisory Group to ensure electronic access to more materials (e.g. Coracle, Scottish Churches Open College (SCOC) material, archives)

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<p>3. Partnerships Development</p> <ul style="list-style-type: none"> a. Oversee existing Memoranda of Understanding with higher education partners, planning regular, timely and action-focussed meetings to fulfil agreements b. Ensure dispersed learning model is embedded into IC Learn resources c. Develop programme for Iona Community Lectures in 2023, 2024 and 2025 <p>4. Administration and Reporting</p> <ul style="list-style-type: none"> a. Maintain accurate and engaging web-site presence b. Maintain all records, including any financial accounting relating to the pilot project c. Produce a report evaluating the pilot project period, providing information on essential and desirable areas for longer-term development. d. Prepare interim and final reports for Council (via Community Life Committee) <p>5. Any other reasonable task requested by your line manager, and in keeping with the terms and conditions of employment</p>
<p>SUPERVISION AND BUDGET RESPONSIBILITY</p> <ul style="list-style-type: none"> • Budget management (level to be agreed)
<p>LEVEL OF AUTONOMY AND DECISION-MAKING</p> <p>This is primarily a development post which anticipates significant progress into a longer-term development phase. Initiative to be taken within the existing remit in agreement with the Leader and in keeping with operational capacity.</p>
<p>COMMUNICATIONS</p> <p>The key internal and external lines of communication for this post include:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Leader: all aspects of the project • Executive Director: updating and consulting on capacity for development • Staff team, including specifically Communications Manager • Convener, Community Life Committee • Members <p>External</p> <ul style="list-style-type: none"> • Partner organisations with whom the IC has a Memorandum of Understanding
<p>COMPLEXITY</p> <p>This is a pilot project demanding a keen insight into the existing work of the Iona Community and the potential for development of our learning and equipping strands.</p>

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PERSON SPECIFICATION

Essential

- Educated to degree level or at least five years' experience in a similar role
- Demonstrate creative problem-solving skills
- Ability to work with a diverse volunteer team
- Adopts a positive approach to team working
- Ability to organise a range of work streams
- Excellent facilitation skills
- Excellent communication skills, written and face to face
- Experience in writing and editing learning material
- Excellent IT skills, including knowledge of Office 365 suite
- Confident in running hybrid learning options (online and offline)
- Excellent time management

Desirable

- Experience of working in the higher education sector
- A formal project management qualification
- Working knowledge of the particular needs of member organisations

All post holders are expected to

- be in sympathy with the purpose, values and practices of the Iona Community
- engage as an active learner in their field of expertise, taking up CPD and training opportunities in agreement with line manager
- be self-starters, managing their own core administration and taking initiative/acting in consultation where appropriate
- uphold and enhance the reputation of the Iona Community at all times
- submit travel and other expense claims in a timely fashion

AGREEMENT

Job Holder's Signature	Date
Line Manager Signature	Date

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