



Suite 9, Fairfield
1048 Govan Road
Glasgow G51 4XS
Scotland UK
t +44 (0)141 429 7281
e ICRecruitment@iona.org.uk
w www.iona.org.uk

Iona Community Job Description

Job Title:	Camas Coordinator
Reporting to:	Leader
Salary Band:	Annual allowance of £8,900, all rent, bills and food included.
Type of Contract:	3-year fixed term, with option 1 year extension
Location:	Camas Youth Centre, Mull
Hours of Work:	35 hours per week; with Common Life commitments in addition
Common Life Accountability:	<p>Working for the Iona Community as part of the Resident Team is more than a job – it is a way of life. We live and work together as a community, committed to sharing a common life. This means that staff share in tending a home with one another, while also sharing daily tasks, worship and recreation with the guests who join us in community, and with each other.</p> <p>Living like this can be very rewarding. It can also be a very vulnerable and challenging experience, balancing our allocated job along with the shared “common life”. This life together is a commitment, or a covenant that is agreed, rather than a contract that is signed.</p> <p>It is this mixture of our daily work, with a commitment to the common life and the building, receiving and celebrating of community that makes working at our islands centres far more than a job; but a way of life.</p>
Annual Leave:	37 days for full-time staff. Pro-rata for part-time staff. Holiday/Annual Leave Entitlement runs from 1 January to 31 December each year and is inclusive of Public Holidays
Pension:	Membership of the National Employment Savings Trust

Overview of the Organisation:

The Iona Community is an international, ecumenical Christian movement working for justice and peace, the rebuilding of community and the renewal of worship.

Our Community was founded in Glasgow, Scotland in 1938 by Rev George MacLeod, a visionary and social reformer.

Job description:

The Camas Co-ordinator is responsible for the day to day organisation and management of the Centre and, under the guidance of the Community Life Committee, its strategic development.

Camas has a core Resident Staff Team of up to 10 (Co-ordinator and 9 Resident Staff Team Members) and up to 5 volunteer staff at a time during the guest season (one may be a Member in Residence). Additional support is provided by staff based on Iona or in the Community's mainland office as needed.

The Iona Community is an ecumenical Christian movement seeking new ways of living the gospel in today's world through working for peace and social justice rebuilding community and in the renewal of worship.

Company No: SC096243
Charity No: SC003794

All members of staff at Camas are required to participate fully in the common life, shared by both staff and guests, which includes attending shared meals and taking part in daily chores, as well as attending and leading morning and evening Reflections. All Camas Staff also take part in the domestic and maintenance tasks necessary for the running of the centre.

Through the Camas Resident Staff Team, the Co-ordinator is responsible for the planning, co-ordination and running of the weekly programme, and for the integration and support of all staff and guests into the common life at Camas. The Co-ordinator is also responsible for ensuring the implementation of policies to ensure that high standards of safety and the welfare of both staff and guests are maintained. Line Management is by the Leader of the Community based in Glasgow, with additional support provided by the voluntary members of the Community Life Committee as agreed with the Coordinator.

Although based primarily at the Camas Centre, Camas Staff may at times need to work on the mainland, as well as on Iona; suitable accommodation will be provided.

This is a developing post in a changing situation, requiring flexibility and ongoing re-assessment of the job description.

Main Responsibilities:

- Ensuring the vision and strategy of the Iona Community is visible and is developed through the community life and programme of the Camas Centre.
- Line management and support of the Camas Resident Staff Team and the Volunteer Team.
- Organising staff training periods at start of the season, and ongoing training, development and review of all staff.
- Staff Recruitment, with support from the Glasgow based Admin team.
- Developing and implementing fundraising and income generating initiatives for the Centre, in consultation with the Leader and Committee.
- Marketing, promotion and development of the Centre by key target groups as well as sharing with the Community Life Committee in ensuring the promotion and understanding of Camas within the wider Iona Community.
- Preparing reports for, and attending as required, Community Life Committee meetings.
- Preparing and managing the centre's income and expenditure to ensure that budgetary targets are met.
- Ensuring good communication and co-operation with other departments of the Iona Community in particular the Iona Centres.
- Ensuring registration of the Centre with the Adventure Activities Licensing Service and maintaining the required standards of risk management, good practice and equipment to comply with the license issued, in conjunction with the Camas Activities Workers.
- Ensuring that health & safety policies and risk assessments are implemented and monitored. This includes, but is not limited to fire safety, safeguarding, food hygiene and work practices.
- Ensuring and developing personal and spiritual practices at Camas to reflect the Iona Community's Christian ethos and commitment to justice and peace.
- Ensuring the implementation and development of environmental policies and practices in conjunction with the Camas Environment Worker.

- Ensuring the Camas buildings, facilities and equipment are adequately maintained, liaising with the Estates Manager and the Camas Maintenance Worker, and maintaining good relations with external contractors as necessary.
- Developing and sustaining links with the local community of Mull and Iona and promoting a positive image of the Camas Centre as a local resource, including schools and youth work in particular.
- Any other duties appropriate to the post, which are agreed with the Leader.

Supervision and budget responsibility:

- Line Management of Camas resident staff
- Responsibility for the entire running budget of the Centre, approximately £100,000

Level of Autonomy and Decision-making:

- Wide autonomy to run the centre within agreed organisational strategic priorities and policies.

Communications:

- Communicate daily with resident team, volunteers and guests
- Staff in Iona centres and Glasgow
- Local community members in particular schools and environmental organisations
- Visiting group leaders and organisations prior and post visit
- Potential customers to generate bookings both by telephone, presentations and meetings
- External suppliers

Key Relationships:

- Strategic Development: Leader
- Buildings and HR: Executive Director; Properties and Estates Manager
- Communications and Marketing: Communications Managers
- Finance, Budgeting and Compliance: Finance and Compliance Manager
- Programme Development: Iona Abbey Warden & Programme Manager; Iona Community Learn Manager

Personal specifications:

Essential:

- be in sympathy with the strategic outcomes of the Iona Community, in such a way as to be able to represent and interpret them to Camas staff and guests
- be in sympathy with the Mission Statement of the Camas Centre
- be willing to share fully in the common life at Camas, and able to thrive in a close-knit community setting
- be committed to the personal and social development of staff and guests
- enjoy working with a variety of people, including marginalised young people
- be committed to a basic, simple, sustainable lifestyle
- have previous experience of working with young people
- extensive team leadership experience with an ability to work as a team player while also taking leadership responsibility
- experience of conflict transformation within teams
- experience of organising and delivering staff training

- be able to make high level, and day-to-day decisions and to take responsibility for them
- experience of risk management, including incident management
- experience of working within Safeguarding guidelines
- have good organisational and management skills including managing budgets
- have an interest in, and at least basic experience of activities offered at the centre – Kayaking, Abseiling, Walking and Wild Camping, and an awareness of risk
- have a dynamic, flexible approach

Desirable:

- have a relevant qualification in the area of working with young people
- hold instructor qualifications for outdoor activities
- have an active and positive awareness of environmental issues
- hold a full, clean driving license
- have experience of living in community
- have experience of managing volunteers
- have an awareness of property maintenance issues – DIY skills are a bonus
- an interest in renewable energy systems, and their practical management

Key Skills for this job will include

- adaptability
- hospitality
- management of staff
- management of budgets
- the ability to organise time effectively
- the ability to communicate effectively to a wide variety of people
- decision making
- patience

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.

AGREEMENT:

Job Holders's Signature

Date

Immediate Manager's Signature

Date