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Camas Resident Support Worker Job Description

Job Title: Camas Resident - Support Worker
Reporting to: Camas Coordinator
Salary Band: Annual allowance of £8,900, all rent, bills and food included.
Type of Contract: 3-year fixed term, (1st February – October 31st) with option 1 year extension
Location: Camas Centre, Isle of Mull
Hours of Work: 35 hours per week; with Common Life commitments in addition
Common Life Accountability:

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, reflections and recreation with the guests who join us in community, and with each other.

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.

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.

Annual Leave: 37 days for full-time staff . Pro-rata for part-time staff.
Holiday/Annual Leave Entitlement runs from 1 January to 31December each year and is inclusive of Public Holidays
Pension: Membership of the National Employment Savings Trust

Overview of the Organisation:

Camas is the Iona Community’s outdoor activity centre on Mull. We have a strong focus on building community and connection; with each other and with our surroundings. Camas is home to a team of staff and volunteers who live down a 2km track welcoming guests to share a simple way of life. The centre is housed in 200-year-old cottages which nestle in a beautiful bay on the Ross of Mull. The shore, garden and woodland provide an incredible setting for personal challenge and community growth.

Our mission statement - *"together we seek to enable growth in love, respect and awareness of ourselves, each other, God and the environment"*.

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:

Under the guidance of the Camas Co-ordinator, the Camas Resident Staff Team is responsible for the leadership and support of volunteer staff and guests in the "common life" at Camas, as well as the planning, co-ordination and running of the weekly programme for Camas Centre guests.

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.

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. As a remote, off-grid community committing to a basic, simple and sustainable lifestyle, staff also take part in the domestic and maintenance tasks necessary for the running of the centre.

The Camas Support Worker's additional role is to ensure that all residential volunteers receive an appropriate level of support and supervision, from before they arrive until they leave. The postholder will also coordinate the recruitment process in close liaison with the Camas Coordinator. They will additionally liaise with groups and advise the team on support needs for vulnerable guests, and provide training and support for the team in specialist areas surrounding these.

A large proportion of the time will be spent on organising, welcoming, inducting, and 1- to-1 support of volunteers during their stay. Induction and 1-to-1 supervision will be shared with other Camas resident staff where appropriate.

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.

Responsibilities specific to the role:

- Significant input into recruitment process of Camas volunteers, including conducting interviews and keeping appropriate records
- Leading in the quality assurance of staff and volunteer support processes.
- Liaising with groups around additional support needs
- Offering training and development to staff team in relevant areas.

Shared responsibilities of all Camas Residents:

- Participating fully in the common life at Camas.
- Providing welcome, hospitality and leadership for both guests and volunteer staff.
- Promoting the holistic well-being of all volunteers and guests through continuing formal and informal support.
- Leading morning and evening reflections.
- Maintaining clear communications with staff and guests on a daily basis.
- Implementing and adhering to the safety guidelines for staff and guests in relation to the running of the centre.
- In the Co-ordinator's absence, assuming responsibility for the running of the centre when appropriate.
- Ordering necessary equipment and materials.
- Keeping accurate records.
- Planning and facilitating programmed events and weeks.
- Developing the work of the centre through innovative programming and processes.
- Contributing to the growth of the centre's client base through marketing and visiting groups.
- Supporting the upkeep of the centre's organic garden and woodlands.
- Supporting the centre's environmental policies as well as its recycling, fuel and composting systems.
- Supporting with general maintenance tasks and the upkeep of the centre's buildings and grounds.

Supervision and budget responsibility:

- Line Management of volunteers.
- Minor delegated budget responsibility.

Communications:

- Communicate daily with resident team, volunteers and guests.
- Staff and 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:

- Camas Coordinator and resident team.

Personal specifications:

Essential:

- be in sympathy with the aims and purpose of the Camas Centre and wider Iona Community, and be able to reflect these in their work at the centre.
- 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 and vulnerable adults.
- experience of recruiting and managing volunteers
- a deep understanding of the challenges of community living
- significant experience or qualifications relating to person-centred support
- demonstrate strong leadership skills and awareness of their position as a role model.
- be committed to a basic, simple, sustainable lifestyle
- experience of organising and delivering staff training
- experience of working within Safeguarding guidelines
- have a dynamic, flexible approach
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Desirable:

- have relevant qualifications or experience in working with young people or vulnerable adults
- 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 an active and positive awareness of environmental issues
- hold a full, clean driving license
- DIY skills
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Key Skills for this job will include

- adaptability
- hospitality
- management of volunteers
- 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