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## Iona Community Job Description

|                            |   |
|----------------------------|---|
| Job Title                  | Programme Co-ordinator  |
| Reporting to               | Abbey Warden  |
| Salary Band                | <b>As residential post:</b> annual allowance of £9,167, all rent, bills and food included.<br><b>As non-residential island based post:</b> salaried position at salary band F £29,672   |
| Type of Contract           | 1 year fixed term start 1 February 2025   |
| Location                   | Isle of Iona  |
| Hours of Work              | 35 hours per week; with all 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   |
| Date of this Version       | October 2024  |

### 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

Between March and November, the Iona Community welcomes guests every week in the Abbey Centre. The Abbey team offers guests twice daily worship, as well as programme activities alongside full board and lodging the abbey accommodation.

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.

The programmes we offer guests every week vary in their overall theme: from a particular concern of the Iona Community, to 'Time and Space' weeks which are more flexible. Some weeks are led by staff (island and mainland), others by external leaders inc islanders and members of the Iona Community. Every year we have a YouthFest and a Columba Week, along with weeks celebrating liturgical seasons inc Easter. Members and Associate Members also join us either for a specific week, or as guests throughout the season. We aim to have a Programme volunteer throughout the season.

**The prime role of the Programme Co-ordinator is to:**

1. Plan and deliver programme weeks through the season, with creative events and activities that both affirm and challenge guests and visitors, of all ages, in line with the Iona Community's purpose, work, and concerns, as documented in the Strategic Plan.
2. Inspire participants/guests to take their learning into the wider world, empowering them to work for peace and justice.

This post involves early and/or late shifts in keeping with the flow of life in the Abbey.

**Main Responsibilities**

**1) Programme Delivery**

- a) prepare, coordinate and facilitate the delivery of programme weeks, liaising with the external leaders, Programme volunteer, Musician, and others as appropriate. These will include a range of programme sessions and activities for guests, reflecting on the Purpose, Rule of Life, work and concerns of the Iona Community;
- b) ensure programme spaces are appropriately equipped and the Abbey team is aware of which spaces are in use and when;
- c) liaise with guest group leaders, and occasionally individual guests - before, during, and after their stay - about any particular programme requests or expectations;
- d) support external programme leaders in preparation, facilitation and, where appropriate, delivery of their programme, including making available resources and equipment;
- e) in liaison with the Administrator, prepare the weekly printed programme; ensure the final feedback session is well facilitated, the forms are gathered and information captured for verbal and online sharing. Follow up, especially with leaders and, as appropriate, adjust future work and programme design.

**2) Programme Design**

- a) in liaison with the Warden, create a draft programme for 2027 by the end of October 2025, with particular consideration given to:
  - i) the mix between 'new', 'tried and tested', and set commitments (e.g. Easter)
  - ii) The balance between weeks led by the island team and weeks led by external leaders
  - iii) good representation of the Iona Community's concerns
  - iv) market research and local wisdom about how best we can maximise occupancy at the Abbey
- b) make contacts with potential external leaders to discuss their involvement including dates and theme content
- c) finalise the draft programme (leaders, dates, content) in close liaison with the Warden, for approval from the Iona Community's 'Community Life Committee'
- d) throughout the planning, liaise with the Communications Team regarding wording for the website and other marketing avenues

**3) Resource Development**

- a) Liaise with Iona Community Members, Associate Members, and people on Iona and Mull who do, or could, contribute to the delivery of quality programme sessions and workshops, building a database of useful resources for future;

- b) ensure programme resources and equipment are developed, maintained and stored appropriately – online or physically.

#### **4) Admin and Management**

- a) support, supervise, and train the programme volunteer(s)
- b) liaise with the Abbey Warden, Musician and Sacristan to enable the participation of guests in programme sessions and services of worship
- c) be in regular communication with the Iona Community's Communications Team regarding promotion of the programmes and attend the fortnightly marketing meetings
- d) keep up to date with emails and other administrative tasks
- e) develop and implement guest feedback and evaluation systems
- f) monitor programme expenditure and budget

#### **5) Other duties**

##### **a) Safeguarding**

- i) In liaison with the Abbey Warden and Operations Manager, ensure the Iona Community's Safeguarding Policy is adhered to in relation to the planning and delivery of programmes involving under 18 year olds and vulnerable adults; and fulfil the role of one of the Abbey's Safeguarding Officers.

##### **b) Health & Safety and Risk Assessments**

- i) support the Abbey Warden and Operations Manager in ensuring health & safety matters are fully considered in relation to programme activities, including the maintenance of risk assessments.
- ii) undertake any other duties delegated by the Abbey Warden.

### **Level of Autonomy and Decision Making**

This post has considerable day-to-day autonomy regarding delivery of programme; decisions regarding future planning and promotion must be made in liaison with the Warden and other members of staff, as appropriate.

### **Supervision and Budget responsibility**

Supervision of programme volunteer(s); responsibility for the Iona Abbey Programme budget.

### **Key Relationships**

The main internal contacts of the post are:

- colleagues in the Abbey Team;
- colleagues on the mainland, especially the Communications Team and Membership Manager;

The main external contacts of the post are

- external programme facilitators, guests

### **Personal Specifications**

#### **Essential**

- Experience of planning and facilitating creative programmes for groups of people within faith based and other settings.

- A creative, spontaneous and innovative approach to programme development.
- Awareness of, and sympathy with, the Iona Community's Christian commitment, Purpose, Values, concerns, and resources.
- Ability to engage, communicate and work with people, including groups, from a wide range of ages, backgrounds, abilities and nationalities.
- Able to take a flexible approach and work with the unexpected as well as the routine.
- Very good organisational skills, with the ability to plan, prioritise conflicting demands, communicate and resource the programme rota and activities.
- Good computer skills including Microsoft 365
- Experience of supervising and supporting people in their work, and ability to lead by example.
- Able and willing to delegate, and to foster good teams.
- Commitment to reflective practice and ability to receive constructive feedback.
- Be a team player and take a flexible approach to work including willingness to contribute to work in other departments.

#### **Desirable**

- A teaching, facilitation or training qualification.
- Previous involvement in preparing and facilitating creative and inclusive worship.
- Experience of social media platforms.

**This post contains elements of regulated work and as such 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 Holder's Signature

Date

Immediate Manager's Signature

Date