

Shepherds Dene Retreat House

- JOB TITLE:** Director
- LOCATION:** Shepherds Dene Retreat House, Riding Mill, Northumberland, NE44 6AF.
- ACCOUNTABLE TO:** The Board of Trustees through its Chair.
- RESPONSIBLE FOR:** Administrator & Bookings Coordinator, Estate Manager, Senior Duty Manager.
- KEY RELATIONSHIPS:** Chair of Trustees, Trustees, Administrator and Bookings Coordinator, Estate Manager, Senior Duty Manager.
- BACKGROUND:** Shepherds Dene is the Retreat House for the Dioceses of Durham and Newcastle, being initially gifted to the Diocese of Newcastle in 1946 and shared with the Diocese of Durham for the last 40 years. Its vision is to be a Retreat House in the Christian tradition offering guests from all denominations, faiths and none, a place for reflection and rest.
- JOB SUMMARY:** To lead the Retreat House working closely with the Board of trustees, to set in place the strategic direction and good operational management of the House.

MAIN DUTIES AND RESPONSIBILITIES:

Leading Shepherds Dene as a Christian centre of prayer and hospitality

- Developing and leading the Christian vision and the strategic direction of the House within that context;
- Leading by example in the standard of care and hospitality offered to guests;
- Maintaining the practice of prayer and worship of the House, having due regard to the primary purpose and values of Shepherds Dene as expressed in its charitable objectives;
- Being an ambassador and advocate for Shepherds Dene within the two dioceses and wider community;

General Management

- Bringing an entrepreneurial and creative approach to the ongoing development and management of the House and its programme of activities;
- Overseeing the care and maintenance of the House and Estate;
- Developing and implementing a marketing strategy;
- Managing the operational life of the House in a way which reflects good business practice;
- Ensuring compliance with relevant legislation;
- Leading and developing staff and volunteers to achieve their potential and general wellbeing;
- Acting as Safeguarding Lead and Responsible Person for GDPR compliance;
- Working with the trustees to ensure the good governance of the charity in line with the requirements and guidance of the Charity Commission.

Financial Management

- Working alongside appointed Accountants to produce Annual Report and Accounts;
- Responsible for day to day financial management, including budgeting, pricing and production of management accounts;
- Responsible for developing and implementing a fundraising strategy;

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Charity on health and safety issues and not interfere with or mis-use anything provided for your health, safety and welfare.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

Safeguarding

This post is subject to an enhanced DBS clearance (including barred list check) and completion of a confidential self-declaration form.

Shepherds Dene is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, as Safeguarding Lead it should be dealt with immediately and, where appropriate, reported to the relevant authorities.

Post-holder Signature:

Line Manager Signature:

Date:

Shepherds Dene Retreat House

Warden

Person Specification

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that it would be preferable to have in order to do the job or those qualities for which training can be undertaken.

	E/D
Education	
Degree or equivalent level of professional qualification	E
Management qualification at NVQ Level 5 or above	D
Skills/Aptitudes	
You will have excellent people skills	E
You will have excellent communication skills	E
You will have a full Driving Licence	E
Knowledge/Experience	
Experience in securing investment and/or funding	D
Experience of financial management including budgeting	E
Experience of staff management and leading a small team	E
Experience in the management of customer care/ hospitality	E
Excellent knowledge of Microsoft Office functions	E
Personal Attributes	
Communicant Member of the Church of England, or a church in communion with it.	E
A working knowledge of the Church of England	D
You will be welcoming, approachable and will be able to deal with a wide variety of people.	E

Working With Us

Employment Status

This is a permanent post.

Salary

In the region of £37,500 pa.

Pension

A contribution of 5% of salary will be paid into a scheme with People's Pension.

Annual Holidays

25 days paid leave plus statutory entitlement.

Working Hours

Shepherds Dene is a Retreat House which provides accommodation to residential and day guests throughout the year, it is therefore essential that the Warden is willing and able to work flexibly and undertake evening, weekend and overnight work as required. Nominally the hours of work are:

37.5 hours a week and time off in lieu is taken in negotiation with the Chair of Trustees. No overtime payment is made.

Currently, the Warden is the first person to be called on in an emergency when the House is empty, or a self catering group is in residence. During the week and at the weekend the Warden shares the responsibility for on -call with the relief duty managers. Currently, there are two duty managers who have the responsibility for on-call when they are on duty. They share responsibility when the Warden is on annual leave when the Warden is on annual leave.

Safeguarding and other checks

Shepherds Dene is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Shepherds Dene, right to work in the UK and proof of professional qualifications.

June 2019