



Three Opportunities now LIVE!

Close 13th June 2022

Centre Manager

CANDIDATE PROFILE

Christian residential work is not simply about providing accommodation. We want centres with a positive Christian emphasis. All that we do needs to keep this in mind. Our vision is to see our centres mightily used by God as he works in our lives and those of our guests. Centre managers have traditionally come from many professional and trade backgrounds but because of the increased complexity of the task, applicants need increasingly to possess relevant experiences as well as a bank of transferable skills. Ideally, they will be able to demonstrate a successful management and leadership record, however we will consider applications from candidates who exhibit high levels of motivation and teachability.

The application pack spells out the detail. The following discussion clarifies our expectations:

Personal

Candidates must be mature Christians with stable personalities and stable personal circumstances. They need an on-going relationship with Jesus to cope with the practicalities and stresses and strains involved in the day-to-day life of a Christian centre and be able to work within the constraints of a team of fellow pilgrims! They must be able to assent fully to the Evangelical Alliance statement of faith and be able to uphold the Biblical basis of the charity's work. They need wisdom and discernment to lead. For all this they will need to be refreshed and sustained by links with a local church and a circle of friends. Alongside many encouragements and much intrinsic job satisfaction, the work can be emotionally, physically and spiritually draining – those who have never worked in such a setting can be incredibly naïve in viewing Christian centre work with rose coloured specs!

Christian hospitality requires a servant heart that expresses the fruit of the Spirit. A centre manager needs to be warm and approachable: able to relate well to staff, guests and the variety of people with whom the centre has dealings. Leadership in this setting requires a peculiar mix of tolerance and intolerance... the ability to be gentle and laid back with a background determination to ensure that the centre is disciplined and focussed in its ministry.

General

Candidates must have demonstrated the employment basics to a very high standard: reliability in detail, honesty, conscientiousness, good time-keeping, etc. Our centre staff teams are too small to carry passengers and the manager must lead by impeccable example in these areas! Our centre managers are very much 'hands on'. They need to be in good health able to undertake emergency procedures and cope with the routine manual handling tasks required and have the physical stamina to keep going through very busy and hectic periods.

Knowledge, skill and experience

Candidates able to demonstrate experience in any kind of residential work, especially within the Christian community will obviously have an advantage. In an advertisement for a centre manager post some years ago we used the strap-line "*Jack of all Trades: Master of Some*". In a very real sense, centre management now demands an extremely wide knowledge base. Whilst some key areas may be delegated, centre management

requires a good working knowledge in the following areas and demands considerable skill and experience in some:

- Spiritual leadership and direction
- Practical daily leadership and organisation, the ability to delegate and supervise
- Basic administrative ability (computer literate); financial competence in financial forecasting; record keeping; handling of bookings; etc. [VAT, PAYE and financial reporting is done centrally]
- Catering and domestic management systems
- Maintenance of buildings and services – ability to fix the ‘fixable’ and manage in-house labour and contractors efficiently and effectively
- Health and Safety and other areas of workplace and charity compliance
- Customer and staff relations
- Availability, Ability & Affability!

Schools & Activities Coordinator / Relief Manager

CANDIDATE PROFILE

Schools & Activities

Throughout the “going away” season (traditionally three months each side of the summer holidays) school groups will use the centre. They will make the same choices about types of accommodation and service that all our groups make. With considerable guidance and assistance from the Coordinator, they will assemble their programme, buying in elements from The Castle and from external providers.

It may be a condition of their stay that the Coordinator takes a daily assembly and interacts with them to a much greater degree than we do with other groups. As these assemblies are likely to be “repeat performances” that are revised every year, we anticipate that sophisticated assembly packages will be developed using a variety of techniques. The Coordinator will provide a growing range of off-the-peg educational programmes. These will vary from work-sheet exercises tied into curriculum objectives to more sophisticated packages worked out with resources in the area: Castle history, Forest environment, etc. There is scope for this work to extend beyond school residential into special interest breaks and assisting traditional youth & family weekend residential groups with their programme planning.

“Relationships” will be a key element in the strategy. We will try to develop relationships with the teachers and the children. This may entail visiting the schools before/after their stay. We are endeavouring to build relationships with individuals and those already involved in working with schools and aim to become a residential resource for the recent growth of work groups within local churches and schools.

Relief Duty Manager

The schools work has a seasonality about it. In an effort to ensure functionality throughout the year, a range of ideas have been identified. In some ways they may seem side issues – in others they help to form an integrated package. The most significant element would be the provision of support for the Centre Manager in particular relief duty management roles.

This would entail looking after other (non-school) residential groups in the Centre Manager’s absence and would require staying over in the Castle from before the group’s arrival on Friday evening, until their departure on Sunday afternoon. The precise workings of this will depend on the busyness of the school programme, but it would be envisaged that this would be around 4 weekends per quarter, with time off in lieu.

Whilst this role requires responsibility and wisdom, there are three elements that will define success: Availability, Ability & Affability! Can the guest find you? Can you fix their problem? Will you do it with a smile?

All staff in our centres are required to show flexibility in their role definitions, as different elements of the work have busy and quiet seasons. It would be expected that the person appointed would play a full role in the operational needs of The Castle and within the staff team.

Vision

These ideas will develop over time and trial. The person appointed will have considerable influence on how all this actually happens and will be the link. What is not open to negotiation is the core principle of the vision, the scheme will “promote the Kingdom”. At the very least, young peoples’ eyes will be opened to the existence of a large thriving Christian Centre with explicit Christian values and they will have a good experience: the gospel will be demonstrated to them. Hopefully, cleverly designed activities and educational programmes will implicitly challenge accepted agnostic ideas and values. Relationships will be built that will enable Christian ministry back in their schools and their locality. Alongside this, the Centre Manager will feel supported and represented in their absence.

The candidate is likely to have the following attributes:

- Be a mature Christian with a stable personality and stable personal circumstances... someone with a daily relationship with Jesus who can cope with the practicalities and stresses and strains involved in the day-to-day life of a centre and work within the constraints of a team of fellow travellers.
- Have the employment basics to a high standard - reliability in detail, honesty, conscientiousness, good time-keeping, etc.
- Have the passion and ability to communicate and work effectively with children and young people.
- Possess the organisational skills to develop and coordinate the ministry.
- Be able to “sell” the vision to head teachers, churches and others.
- Have a history of productive local church membership and Christian youth work: a CV that provides evidence of a heart for, and abilities with, children and young people.
- Demonstrate the maturity and responsibility required to deputise for the manager in their absence.
- Have strong people skills, able to find resolutions to problems and to calm troubled waters.
- Above all he/she must have a strong commitment and calling to the vision outlined above.

Caterer / Head of Kitchen

CANDIDATE PROFILE

There is a good deal of flexibility around this appointment. Currently, we have a small team in the kitchen and our catering operation is fairly straightforward, albeit for quite a large number at any one sitting. There is a fixed menu and fixed mealtimes, so the work is condensed into regular timeframes. Management of the catering function has been carried out by one of our Centre Management team who is leaving at the end of the summer.

At a basic level, we need someone who can strengthen our catering team and help with the food preparation and delivery. Someone who can remain calm under pressure and has a good head for numbers and systems. A minimum of Catering Level 2 qualification, or two years catering experience in a commercial kitchen, is required.

At the other end of the spectrum, there is scope for someone with experience, skill and ambition to lead the catering function at Castlewellan Castle into new levels of delivery. This person would need to be capable of managing a kitchen; introducing appropriate changes to our menu; and, of course, taking their place at the stove.

The latter option is certainly our preference, however, we have some contingencies in place to support the management of the kitchen, should we decide to appoint at a more basic level of experience.

Additionally, there may be some opportunity to deputise for the Centre Manager in hosting guests in their absence. Whilst this role requires responsibility and wisdom, there are three elements that will define success: Availability, Ability & Affability! Can the guest find you? Can you fix their problem? Will you do it with a smile?

For further information on any of these vacancies, or to request an application pack, please contact Harry Baxter at ceo@centreministries.org or on 07719 757457.