



THE COMMUNITY OF THE
TREE OF LIFE

Diocese of Leicester

- Job Title:** Voluntary Worker Interim Community Operations Manager (RESIDENTIAL)
- Job Summary:** To assist the Prior in the leadership of the residential Community. As part of the House Team, the post holder will coordinate operations and house management; assisting the Prior with other areas of Community life according to skills, interest and experience.
- Duration:** The post is fixed term for an initial period of a year during which a review of the Community's needs will take place leading to a decision on whether the role is to be continued.
- Accountable to:** Prior
- Main Duties** *Following expressions of interest and interview, the specific duties are to be agreed from among those listed below:*

Community Leadership

- Take a share in the leadership of the residential Community through membership of the house team
- Assist the Prior in matters of Community discipline and pastoral care
- Work with the Prior and wider Community to develop the Community charisms and Rule of Life
- Share in preaching and leading Community worship
- Share in teaching and facilitating at Community meetings, workshops and prayer days

Community Life

- Be committed as a Companion member of the Community and make the annual Community Promise ...or be in the formation process, journeying as an explorer with the Community towards making the Community Promise
- Be part of a Listening Group
- Be committed to the house rhythms of daily office, Community meeting, house worship and some shared weekday evening meals
- Be committed to Companion rhythms of monthly workshops and prayer days
- Be available for some weekends 'on duty' in the Community house

Operations: Oversee the house team in the areas of

- Household management
- Subsistence
- Hospitality

Finance

- Coordinate the day to day book keeping of subsistence
- Liaise with the Finance team at SMH

Maintenance

- Manage maintenance of building, fixtures and fittings
- Manage maintenance contracts and negotiations with suppliers and utility service providers
- Manage maintenance of Fire Protection Systems
- Ensure all assets are adequately insured

Administration & IT

- Oversee day-to-day administrative systems
- Management of website and IT infrastructure, liaising with Diocesan IT Manager
- Provide administrative support to the recruitment and discernment process for residents

In addition, depending upon the candidate's skill set and experience, potentially:

Operational Compliance

- Ensure all policies are updated in line with current legislation and reviewed annually.
- Liaise with the Diocesan Operations Manager to ensure all policies and in line with Diocesan Policy and good practice
- Safeguarding – act as Designated Safeguarding Officer for the Community

Personal and Professional

- Have a spiritual director and take an annual retreat
- Take advantage of professional development opportunities
- Be part of appropriate national networks

Generic Responsibilities for all DBF Volunteer Workers

1. To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality of collegiality at all times
2. To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3. To undertake other duties as may reasonably be expected

Person Specification: The person appointed will:

ESSENTIAL	DESIRABLE
<p>Spiritual and personal maturity</p> <ul style="list-style-type: none"> • Be a committed and mature Christian with an active faith and regular engagement in a faith community • Be a person of prayer and openness to the Spirit • Have a personal commitment to contemplative prayer practices 	<ul style="list-style-type: none"> • Have an awareness of Christian spirituality across different traditions • Demonstrate a love for new monastic values, practices and lifestyle • Show an inspirational level of passion for prayer
<p>Community Experience</p> <ul style="list-style-type: none"> • Have experience of living in an intentional Christian Community • Be able to articulate a theology of community that undergirds practice • Demonstrate a realistic understanding of the particular challenges and gifts of living in residential communities • Demonstrate a commitment to building an inclusive community 	<ul style="list-style-type: none"> • Have experience of leadership in a residential community setting • Have experience of living in a community with a broad diversity of cultures and backgrounds • Have undertaken training in conflict resolution
<p>Theological Awareness and Education</p> <ul style="list-style-type: none"> • Show an awareness of a breadth of theological positions and church traditions and be confident in engaging across difference with sensitivity 	<ul style="list-style-type: none"> • Have studied theology at degree level or higher
<p>Management ability</p> <ul style="list-style-type: none"> • Demonstrate a track record of leadership within a variety of contexts • Have a focused and disciplined approach to work with the ability to prioritise tasks and work to deadlines • Be capable of robust engagement and debate in coming to corporate decisions and whole-hearted commitment to implementing and supporting them once made • Be secure and confident in times of change • Able to demonstrate a curiosity and enthusiasm to develop the role 	<ul style="list-style-type: none"> • Have experience of effective collegial working, line management of employees and volunteers
<p>Interpersonal and relationship skills</p> <ul style="list-style-type: none"> • Have experience of working with young adults 	<ul style="list-style-type: none"> • Have undertaken further training in listening skills, pastoral counselling, spiritual direction or related ministries • Have experience of leading and facilitating learning groups in a variety of settings

<ul style="list-style-type: none"> • Have experience of working with people with different cultures, backgrounds and faiths • Be a collaborative person and a cohesive influence within teams • Be an active listener who reads situations well and expresses interest in and care for others 	
<p>Operational Skills and Experience</p> <ul style="list-style-type: none"> • Proven working knowledge of Microsoft – Word, Excel, and Powerpoint • Demonstrate an understanding of Data Protection and confidentiality • Demonstrate an understanding of Safeguarding in relation to the Church of England’s Policies and Guidance 	<ul style="list-style-type: none"> • Have experience of book-keeping and basic financial management • Be competent in the use of social media • Have experience of managing property maintenance, utilities and service agreements
<p>Other</p> <p>Have the ability to arrange own transport as necessary for work</p> <p>Able to be flexible with working hours, including some weekend duties</p>	

This is a non-ordained, lay post. We are particularly keen to receive applications from BAME candidates, as they are currently under-represented in our organisation.

There is a genuine occupational requirement that the postholder is a Christian.