

The Othona Community

Deputy Centre Manager/Deputy Warden

Othona West Dorset

Job Description

This is an opportunity to help implement practical change within a unique intentional community that already has a 77 year history of providing 'places to be real together'. Othona does this based on a Christian ethos, welcoming people of all faiths and none.

As Deputy Manager you are appointed to promote the Aims and Charitable Objects of the Othona Community at its West Dorset Centre. Your direct line manager is the Centre Manager. Your role mainly relates to the operational management of the site. In addition you are expected to develop new opportunities for Othona to serve, beyond its current regular clientele.

All members of the Core Community are expected to contribute to all areas of the Community life sometimes practically – e.g. cooking, housekeeping, hosting events and leading chapel prayers.

You will share the responsibility of ensuring that the work of the Othona West Dorset Centre is carried out within the framework of governance and policies provided by the Board of Trustees, according to agreed plans and budgets and to satisfy legal requirements.

You will live and work as a member of an intentional Christian community, participating in the daily rhythm of shared "work, worship, study and play", the four elements of the community rule of life set by our founder Norman Motley.

You will work in collaboration with the Warden to ensure:

- The effective functioning of the centre in terms of buildings, equipment, staffing, systems, procedures and working within agreed budgets.
- Business development to extend the mission of this centre and strengthen its finances to the point where – without trading at a loss – they will support the continuation of the post you occupy beyond its initial 12 month span.

You are appointed to be Deputy Manager and will deputise for the Centre Manager in respect of Compliance issues in his absence: Health and Safety, Safeguarding, Fire Safety and staffing issues. You will be line managed on a daily basis by the Centre Manager.

Your Key Responsibilities

1. Operational Responsibilities

In practice some of these tasks will be undertaken by others e.g. the Office Coordinator but oversight and responsibility for their completion will rest with you.

1. Managing the site and grounds, buildings and equipment, with planned patterns of maintenance and replacement.
2. You will manage relationships with external contractors in line with Othona Community policies and ensure compliance with health and safety, risk assessment, fire safety and food hygiene requirements.
3. You will devise an ongoing site maintenance plan for all buildings and the grounds and ensure that reasonable monies are included in the budget each year to carry out improvements as required.
4. Managing the household employing contract cleaners and using Volunteers to ensure the Community offers a clean, warm and friendly welcome to guests. You will devise a maintenance and replacement plan for furniture/kitchen goods, floor coverings and soft furnishings conducting regular audits to ensure that these meet required standards and that any guarantees/servicing contracts are recorded.
5. Recruiting, appraising and supervising resident and non-resident members of the staff team e.g. groundsman, contract cleaners, as well as volunteers. Ensuring they have appropriate contracts and relevant training.

2. Business Development

1. In conjunction with the Centre Manager and the other core members –develop a business plan that builds on the existing programme but extends Othona's outreach and makes for financial sustainability. You will explore and promote new sources of funding.
2. You are tasked specifically in conjunction with the Centre Manger with doing this in such a way that the Centre budget is able to support someone in your role beyond its first 12 months.
3. You will be a member of the Four Seasons Management Committee and will seek to increase the use of this facility by local groups.
4. You will look to develop the programme and maximise the use of the buildings on the site both to meet the Objects of Othona and to increase revenue in particular exploring other funding streams and partnership working with organisations which have similar values and objects to Othona
5. Look to develop the visitor profile in accordance with their changing needs in the 21st century.

Your Shared Responsibilities

These are generally tasks shared between your role and that of the Centre Manager. A good working relationship, making the most of both individuals' strengths and experience, will be paramount if your time with Othona is to be successful and fulfilling.

1. Working with the Centre Manager and the staff team to develop the Centre – in concert with Trustees, local committee members and others – looking to extend its use in ways commensurate with Othona's aims and objectives.
2. Working to reduce carbon emissions and increase environmental stewardship, for example modernising the energy sources used, reviewing the food eaten, how land is cared for and the transport policy for staff and visitors.

5. Liaison

1. Working effectively with the OWD Centre Management Committee and Trustees, as an active member of the Centre Management Committee and any Management Sub-Committees e.g. safety subcommittee/working group.
2. Ensuring that the Community has good relationships with its neighbours in West Dorset and with outside bodies and networks as appropriate.
3. You will play your part in hosting programmed events and facilitating some of them (solo or in concert with others). In a small community team this is vital, not only to validate the leadership structure, but also so that you are kept in touch with the full range of visitors and volunteers coming and going. You will need to balance the time devoted to this with what is needed for your other responsibilities.
4. You will personally contribute to housekeeping and catering as necessary.

Personal Boundaries and Self Care

Visitors and volunteers often seek refuge and companionship at the centre at times of personal transition or crisis. Some of our regular visitors have significant health issues and are variously able. People come seeking an idealised version of home or a little bit of heaven on earth. It is necessary for you to be aware of your own needs, motivations, idealisation and vulnerabilities. You will need to resist the urge to rescue, save and transform others lives but to maintain healthy interpersonal boundaries. You will need to prioritise self care, protecting your off duty time and to be comfortable with a "good enough" job.

Each member, guest, visitor, and volunteer has their own sense of what Othona is or should be, only an approximation of some of these is possible. You are encouraged to have a spiritual director or other support for reflection and personal growth.

Terms and Conditions

Post initially for 12 months from the date of commencement.

The salary is £16,520.00 per annum

Leave: 28 days pa to include bank holidays and statutory days

12 month probationary period – review at 6 Months

Non contributory pension scheme - 20% employers contribution

Accommodation self contained flat on site.

Food, all meals including for immediate family

Council tax paid by the Othona Community

Transport – use of the community vehicle for personal use, agreed rate reimbursed for use of personal vehicle for Othona business, agreed by the Centre Manager.

Job Description agreed by Trustee HR Sub Committee 7 December 2023

This job description will be reviewed one year after appointment.