



Diocese of Westminster

Job profile: SPEC Retreat Centre Manager
Location: SPEC Retreat Centre, Pinner
Reporting to: Director of Youth Ministry

Job Purpose:

Overall responsibility for the centre and co-ordination and delivery of residential retreats and formation programmes for young people that will have a major impact on their faith and their future role in the Church.

Principal duties and responsibilities

1. To maintain and develop the mission of SPEC as a Diocesan Retreat Centre by promoting and delivering a programme of residential and day retreats. To promote and encourage the Catholic ethos of SPEC and have an oversight of young people in their journey of faith.
2. In collaboration with the Diocesan Youth Chaplain to be responsible for overall development of a stimulating youth retreat programme and volunteer formation programme that will inspire and form foundations for their personal encounter with God.
3. To deliver a safe and secure environment for the staff, volunteers and guests who use and /or live at the Centre or use its services; ensuring that the Centre, staff and volunteers adhere to statutory requirements and Diocesan policies particularly those concerning the Safeguarding of Children and Vulnerable Adults, Health and Safety, Risk Assessments and Management.
4. To oversee recruitment and selection of the volunteer community and to oversee programme of faith formation, training and mentoring that will serve the volunteers' personal and faith development, ensure the quality of retreats is of a standard required.
5. To lead the marketing and public relations activity necessary for the diocese to achieve the maximum occupancy throughout the year. In particular, to ensure the effective administration of bookings and to liaise with external groups using the Centre as a facility.
6. To lead on developing commercial use of SPEC facilities when not used for retreat activities. To establish the centre as a conference venue of choice.
7. To line manage the Formation and Retreats Manager, Admin and Operations Manager and Grounds and Maintenance Staff; including six monthly reviews of targets, annual appraisals, and a planned programme of professional development for all employed staff.
8. To build the Centre's budget and manage its expenditure, ensuring it operates within agreed margins. To identify and pursue fundraising opportunities in collaboration with the Director of Youth Ministry.
9. To maintain and develop the grounds and buildings, including the IT infrastructure; establish an ongoing programme of short and long-term maintenance, secure tenders and oversee contractors as necessary.
10. To ensure that the Centre operates within its charitable objects and meets all legal, financial and regulatory obligations. To report on key areas of responsibility
11. To lead and be ultimately responsible for on-call duties and be a designated first aider on site.

Person specification: SPEC Retreat Centre Manager

Contract type: Permanent

Salary: £35,000 pa (+ accommodation).

A non-residential option may be considered with salary £45,000.

Experience and knowledge required:

1. Practising Roman Catholic committed to faith formation
2. Experience of youth ministry and retreat work
3. Considerable experience of working with young people
4. Experience of living in community and an understanding of the dynamics of young adult communities would be desirable
5. Knowledge of diocesan and national networks and structures
6. Knowledge and experience of large hospitality-type project management
7. Knowledge and experience of retreat and formation programmes
8. Knowledge and experience of engagement strategies and models
9. Knowledge and experience of Safeguarding, Health & Safety and building regulations.

Competences required:

1. Passion for and commitment to working with young people and their faith formation.
2. Ability to manage a large retreat programme and think strategically.
3. The ability to relate to children and young adults sensitively and inspire them
4. Project management skills including property and grounds management, risks management, budget building and fiscal management.
5. Data analysis and reporting skills.
6. Excellent organisational skills. Ability to meet challenging targets and operational goals.
7. Excellent communication, presentation and engagement skills. Ability to deliver training.
8. Ability to work flexibly, including weekends and evenings. Ability to manage time and workload effectively and to prioritise and meet deadlines.
9. Ability to lead and manage teams of staff and volunteers.
10. Ability to work alone, using own initiative to develop and organise all aspects of work.
11. Ability to work with complete discretion and confidentiality.
12. A commitment to and knowledge of the teachings of the Catholic Church. Ability to work with emotional intelligence and empathy.
13. A commitment to on-going training and formation.
14. To be committed to collaborative ministry with all other members of the Youth Ministry.
15. Ability to manage relationships with multiple stakeholders and to work collaboratively with Diocesan Agencies and Departments.

Qualifications required

1. Qualifications and/or experience in the fields of
 - Retreats and youth work
 - Hospitality
 - Management
 - Evangelisation
 - Chaplaincy
 - Any other relevant qualifications and/or experience
2. Appropriate training and recent experience in parish catechetical/pastoral ministry
3. A formal theological background would be an advantage
4. Good knowledge of IT and Office Software packages
5. A full driving license is essential and, if not already qualified, be willing to qualify as a first aider.

Other

The post is subject to an enhanced check by Disclosure and Barring Service.