

A welcome from the Superior

Thank-you for exploring this exciting opportunity to become the Senior Manager for the Community of the Resurrection (CR), to lead its small family of staff and to develop and realise the work of the Community in the next stage of its evolution.

This is a stimulating and demanding post, which will draw upon your full range of spiritual and personal resources. The brothers of the Community are looking for someone who will combine a lively Christian faith with proven and imaginative business acumen.

The successful candidate will be someone who communicates well and readily, with strong skills in inter-personal relations; someone who can envisage the future, and tailor that vision to the aspirations of others; someone with a keen analytic mind and a warm heart; someone who is meticulous, practical and who maintains their sense of proportion – and humour.

Is this you? You will be joining a long-established Christian enterprise that seeks under God to put the claims of Christ before the world today. The 14 brothers of the Community live a common life in the Benedictine tradition. We welcome others for personal prayer and for organised times of retreat and study. CR's home in Mirfield also offers a place of prayer where others can prepare to serve as ministers in God's Church through the residential College of the Resurrection and the regional St Hild College. But we are not inward-looking: CR brothers go out to preach, teach and serve; we nurture relations with other Christian churches and we maintain links with many parts of the world, notably South Africa and Zimbabwe.

The life at Mirfield and the site and fine church building are widely-loved. Can you help us maintain them into the future by developing sustainable plans to broaden the reach of the work here, find new sources of income, and develop the site to be ecologically-friendly and enhance its monastic character? We work with many long-serving and dedicated staff; the role you take on will be one which brings out the best from them, one which enables them to find renewed satisfaction in the devoted work they do.

The person appointed will be highly-skilled with a proven track-record. But the work we ask of you will be unlike anything you have done before. Is God asking you to meet this challenge? If so, we shall warmly welcome your application to guide us on the next stage of God's work at Mirfield.

Fr Oswin Gartside, Superior CR



OUR MISSION

Sharing the fruits of our worship

The common life and corporate worship of the brothers is made public in its works to proclaim the world made new in Christ. These embrace social and missionary concern. There is no obligation to particular works, but the brothers seek to honour commitment to long-standing works at Mirfield: nurturing belief through retreats and spiritual direction, Christian education for both clergy and lay, and ecumenical exchange and understanding.

Why we are recruiting

Having emerged from the COVID-19 pandemic, the Trustees recognise that – like many similar Retreat Centres with conference facilities – the Community of the Resurrection is now operating in a substantially different world, and is now looking to recruit a Senior Manager to develop its mission and secure its long-term future by strengthening its existing offerings and by identifying and developing new income sources. The House itself is about to undergo renovation, requiring a considerable financial investment to upgrade and maintain it. The post of Senior Manager is therefore an ideal opportunity for an appropriately experienced and visionary person to build on the successes of the past and devise new ways to help secure the mission and ministry of the Community of the Resurrection for the future.

Who we are

The Community of the Resurrection was founded in 1892 and consists of men who, freely accepting the call of God, have committed themselves to follow the gospel life. The pattern is recorded in the Acts of the Apostles, of whom it is said ‘they continued steadfastly in the apostles’ teaching and fellowship, and in breaking of bread, and in prayers ‘and ‘had all things in common. ‘

The Community’s contemporary mission continues to radiate from Mirfield. We live together as brothers in Christ, rooted in the Anglican tradition and formed in a Benedictine round of worship, ministry, and hospitality.

We welcome others to come, see, learn, and share.

Worship is the heart of our life, centred on the Eucharist, daily offices, and individual prayer. The tradition of Gregorian chant is one way in which we draw on the wells of the Church’s continuity. The life of monastic communities, ours included, is immensely valued today as a constant praying presence, always there for the support of others.

The College of the Resurrection founded in 1902, is also resident on site. Overseen by trustees appointed by CR and run by its own independent Council, it trains adults for ordination in the Church of England and provides opportunities for others to study for degrees in theology.

St Hild Regional Theological College also has a firm base here at Mirfield and close links with both CR and the College of the Resurrection.

Where we are

The Community of the Resurrection, Stocksbank Road, Mirfield WF14 0BN.

Ideally located just off the M62 near Leeds, Bradford, Huddersfield, and Halifax, in the heart of the Pennines offering excellent access and magnificent countryside.

Well served by public transport and just 1.2 miles from Mirfield train station (4-minute drive or a leisurely 30-minute walk). Mirfield station is on a direct train line from Leeds (15 miles away) with a train journey of approx. 30minutes. There are trains daily direct to London.



The Role

To articulate and implement a vision for the growth and long-term development of CR in keeping with its spiritual life.

To provide effective leadership on behalf of the CR Trustees, developing both the strategic direction and the business planning of the organisation, making recommendations to trustees, and adapting as necessary to changing external circumstances and new opportunities.

Key Relationships

- ✓ Trustees
- ✓ Brothers
- ✓ Staff/Volunteers
- ✓ CR Financial Manager and advisers
- ✓ College of the Resurrection
- ✓ St Hild College
- ✓ Guests and visitors
- ✓ External Partners and Stakeholders

Principal Duties and responsibilities

Leadership and Staff Management:

To provide strong and inspirational leadership for staff and volunteers to ensure that the agreed vision is articulated and implemented in support of the brethren in the spiritual and community life they lead, and the highest standards of service are delivered to all guests and visitors.

In particular:

- ✓ To maintain the site as a place of welcome and spiritual refreshment for all.
- ✓ To lead, support and develop the staff team in complementing the spiritual life and mission of CR.
- ✓ To ensure delivery of a high quality and changing programme of retreats, quiet days and Christian teaching according to the trustees' expectations.
- ✓ To develop conferences and other events across the site in line with the aims of the trustees.
- ✓ To ensure that the hospitality function is managed to a consistently high standard so that all guests are well cared for and have a positive experience during their visit.
- ✓ To provide consistent and supportive line management to staff team leaders and to ensure the appropriate and effective line management of all other staff.
- ✓ To undertake Safer Recruitment of staff and regular appraisals of appropriate team members, supporting and organising staff training and development where necessary.
- ✓ To ensure that relevant best-practice policies and practices are in place, kept up-to-date, meet legal requirements and are understood and observed by staff.
- ✓ To take responsibility for ensuring the oversight, implementation and management of Safeguarding policies and procedures by staff, keeping up to date with best practice and learning.
- ✓ Always to have care for good communication to and among staff, volunteers and partners.

Governance and General Management:

To turn governance decisions into effective management, to maintain the physical and operational assets of the Community and to plan for the future

- ✓ In conjunction with the trustees, to ensure good governance so that the Charity complies with legal and best-practice requirements for financial and other reporting, including Safeguarding.
- ✓ To ensure that all the policies needed are in place, known and up-dated; and to monitor compliance with them.
- ✓ To develop workable processes for turning discussions, risk analysis and policies into effective action; and to monitor outcomes with the view to improvement.
- ✓ To have care for good relations with site partners, taking care that their needs receive appropriate consideration in decision-making.
- ✓ To foster new collaborative relationships in line with the aims of Chapter and the trustees.
- ✓ To ensure that the premises, grounds, buildings, and facilities are professionally managed and maintained, including ensuring that recommendations from Quinquennial Inspections are properly costed, programmed, and implemented.
- ✓ To advise on the development of the site and the project management needed to achieve this.
- ✓ To contribute to budgetary planning, business planning, service contract reviews and project development and, when asked, to take a lead in these.

Other

This job description is not intended to be exhaustive and the postholder will be expected to undertake any other reasonable and appropriate duties relevant to the post.

The job description will be subject to annual review as part of an appraisal process.

Person Specification

Attribute	Requirement
Qualifications and Training	<ul style="list-style-type: none"> • Relevant Professional qualification (Business / Finance) and substantial experience in leadership / management. • Hospitality sector leadership experience / qualification would be beneficial. • Professional body membership. • Maintain professional development.
Experience and Skills	<ul style="list-style-type: none"> • A demonstrable and solid understanding of Christian practice. • Track record of providing strong and inspirational leadership. • Experience of successful development and delivery of a strategic plan. • Strong decision-making skills. • Experience in marketing, fundraising and event promotion/management. • Experience of working flexibly and collaboratively with colleagues and dealing with conflict. • Experience of finance and resource planning and management. • Strong verbal and written communication skills. • Marketing experience and a working knowledge of IT and social media platforms. • Clear understanding of the expectations and needs of a Christian Retreat House. • Demonstrable experience in managing teams. • Experience of budgeting, financial forecasting, cost management, cash flow management, key performance indicators, financial analysis reporting and risk management. • Proven ability to develop & sustain effective working relationships with internal & external stakeholders. • Experience of organising hospitality events. • Experience of working as a senior leader in the hospitality sector would be desirable. • Experience of working in the Christian/charitable sectors. • Experience of developing project proposals to meet the criteria of public and private funding bodies.
Personal Qualities	<ul style="list-style-type: none"> • The sensitivity to relate well and work with people of all faiths and none. • Awareness of a range of Christian spiritualities. • Approachable and a good listener. • An ability to ask questions and reflect on the answers. • A voice to criticise appropriately. • Able to demonstrate emotional intelligence and flexibility. • A person of integrity, who demonstrates good judgement, commitment, and reliability. • Able to maintain the highest standards of confidentiality. • Self-awareness • Resilient, with an ability to work under pressure and manage own stress levels. • Commitment to promoting equality and diversity. • Maintain a high standard of personal presentation.

Place and Hours of Work

The Community of the Resurrection, Stocksbank Road, Mirfield WF14 0BN.

Our expectation is that the Senior Manager will work 21 hours per week, typically Monday to Friday but with some week-end and other out-of-hours working required. Some flexible working may also be considered.

Accountability

To the Superior and Trustees of the Community.

A Basic DBS Certificate will be required for the postholder.

Salary

The role attracts a pro-rata salary commensurate with skills and experience. The total salary package assumes that the postholder will be non-resident so an appropriate deduction will be made if the postholder wishes accommodation to be provided.

Pension

The Community will ensure that it complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. A contracting out certificate pursuant to the Pension Schemes Act 1993 is not in force.

Holiday Entitlement

20 days, plus statutory Bank Holidays or equivalence (pro-rata).

Probationary Period

Six months.

How to Apply for the Post

If you believe you would be a good fit for this role, please fill out the CR Application form and return to community@mirfield.org.uk

We require contact details of three referees who could be approached (with your consent) for a written reference later in the process.

Closing date for applications: 5th April 12:00hrs
Interview date: week commencing 15th April, times to be mutually agreed.
Start date: to be agreed.