

## **A welcome from the Superior**

Thank-you for exploring this role of Senior Manager for the Community of the Resurrection (CR), to lead its medium-sized team 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 sympathy for a tried-and-tested Christian way of life 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 to the monastery at Mirfield for personal prayer and for organised times of retreat and study. CR's home here also offers a place of prayerful formation where others can prepare to serve as ministers in God's Church through the residential College of the Resurrection, or the regional St Hild College. Yet 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 a 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. Are you ready 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. The Community has no binding obligation to particular works, but the brothers seek to honour its 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 premises are about to undergo renovation, requiring a considerable financial investment to upgrade and maintain them. 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.

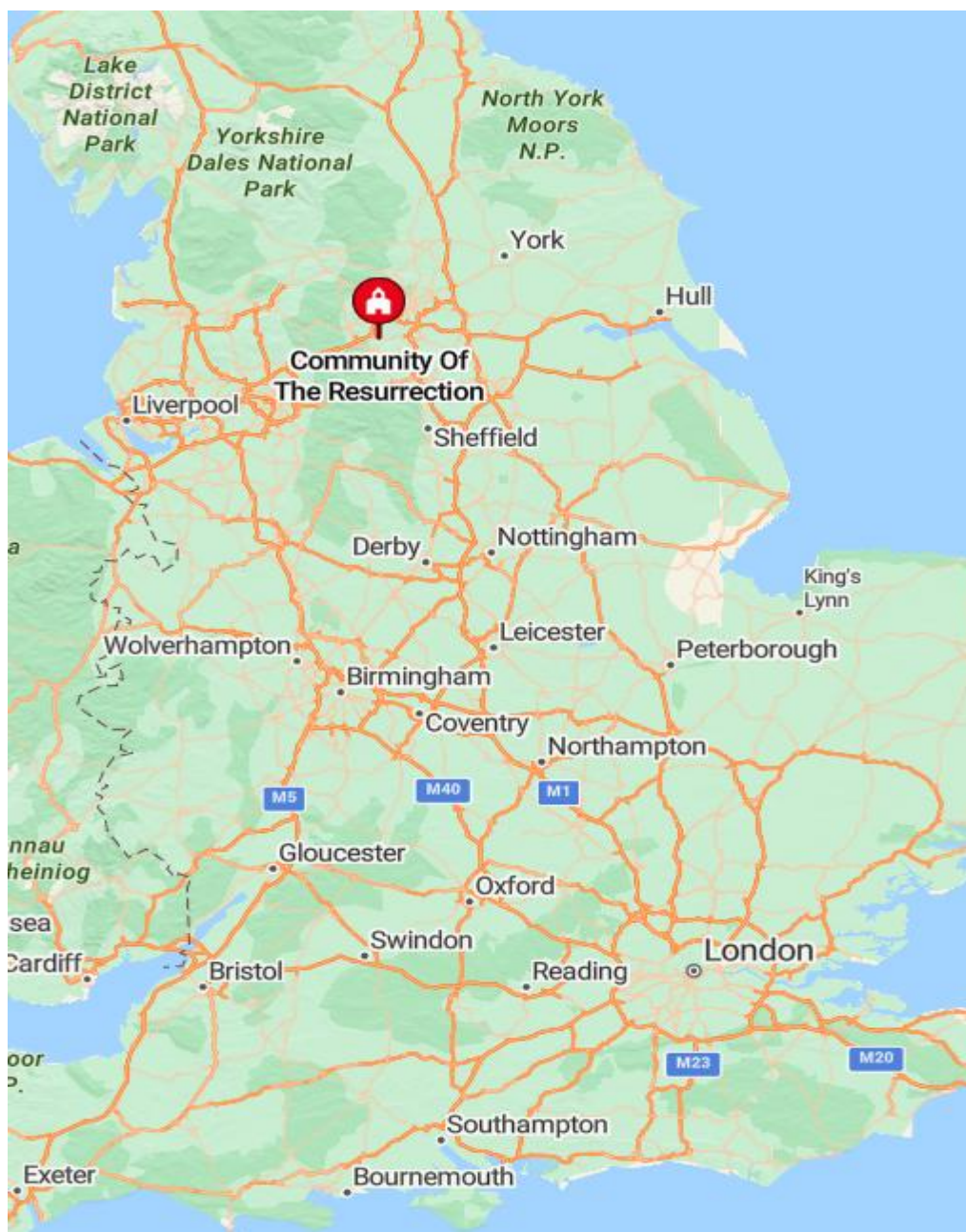
St Hild Regional Theological College also has a firm base here at Mirfield and close links with both CR and the College of the Resurrection for the formation of clergy in the Church of England.

## 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 (a 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. 30 minutes. There are direct trains daily to London.



## **The Role**

To articulate and implement a vision for the sustainability and long-term development of the charity in keeping with the spiritual life of CR, in conjunction with CR's Finance Manager:  
providing effective leadership on behalf of the CR Chapter and trustees,  
developing 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 in line with the ethos of the Community.

To ensure excellent operational delivery, and the welfare of CR staff and volunteers.

## **Key Relationships**

- ✓ CR Trustees
- ✓ CR Brethren
- ✓ CR Staff/Volunteers
- ✓ CR Finance 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 of the charity is articulated and implemented in support of the brethren in the spiritual and communal calling they follow, 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 imaginative programme of retreats, quiet days and Christian teaching according to the expectations of the Chapter and trustees.
- ✓ 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 facilitate good working relations between staff and brethren in all areas.
- ✓ To undertake Safer Recruitment of staff and regular appraisals of appropriate team members, supporting and organising staff training and development as necessary.
- ✓ To ensure that relevant best-practice policies and practices are understood and observed by staff and volunteers.

- ✓ To take responsibility for ensuring the oversight, implementation and management of Safeguarding policies and procedures by staff and volunteers, keeping up to date with best practice and learning, and working with the Staff Safeguarding Officer.
- ✓ 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, kept up-to-date and meet legal requirements, and to monitor knowledge of them and 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, including that their needs and mutual relationships 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 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.
- ✓ To ensure the project management needed to achieve agreed development.
- ✓ To contribute to budgetary planning, business planning, service contract and insurance reviews and, when asked, to take the 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
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Relevant Professional qualification (Business / Finance).</li> <li>• Hospitality sector qualification would be beneficial.</li> <li>• Professional body membership.</li> <li>• Maintain professional development.</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Track record of providing strong and motivational leadership.</li> <li>• Experience of successful development and delivery of a strategic plan.</li> <li>• Strong decision-making skills.</li> <li>• Experience of working flexibly and collaboratively with colleagues and dealing with conflict.</li> <li>• Demonstrable experience in managing teams.</li> <li>• Proven ability to develop and sustain effective working relationships with internal and external stakeholders.</li> <li>• Experience of finance and resource planning and management.</li> <li>• Experience of budgeting, financial forecasting, cost management, cash flow management, key performance indicators, financial analysis reporting and risk management.</li> <li>• Experience in marketing, fundraising and event promotion/management.</li> <li>• Experience of developing project proposals to meet the criteria of public and private funding bodies.</li> <li>• A working knowledge of IT and social media platforms.</li> <li>• Strong verbal and written communication skills.</li> <li>• Experience of organising successful hospitality events; experience of working as a senior leader in the hospitality sector is desirable.</li> <li>• Experience of working in the Christian/charitable sectors; understanding of the expectations and needs of a Christian Retreat House is desirable.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• The sensitivity to relate well and work with people of all faiths and none.</li> <li>• Appreciation of Christian practice; an awareness of a range of Christian spiritualities is desirable.</li> <li>• Approachable and a good listener.</li> <li>• An ability to ask questions and reflect on the answers.</li> <li>• A voice to criticise appropriately.</li> <li>• Able to demonstrate emotional intelligence and flexibility.</li> <li>• A person of integrity, who demonstrates good judgement, commitment, and reliability.</li> <li>• Able to maintain the highest standards of confidentiality.</li> <li>• Self-awareness</li> <li>• Resilient, with an ability to work under pressure and manage own stress levels.</li> <li>• Commitment to promoting equality and diversity.</li> <li>• Maintain a high standard of personal presentation.</li> </ul>

### **Place and Hours of Work**

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

Our expectation is that the Senior Manager will work 28 hours per week, typically Monday to Friday but with some weekend and other out-of-hours working required. Some flexible working may also be considered.

### **Accountability**

To the Superior and Trustees of the Community.

A DBS Certificate will be required for the oversight of staff and volunteer Safeguarding.

### **Salary**

The role attracts a pro-rata salary commensurate with skills and experience.

### **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](mailto: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:	Friday 17 <sup>th</sup> October 2025
Interview date:	Week beginning 27 <sup>th</sup> October 2025
Start date:	to be agreed.