



OPPORTUNITY NOW LIVE!

CLOSES 15TH JANUARY 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

MINISTRY DEVELOPMENT COORDINATOR / RELIEF DUTY MANAGER

CANDIDATE PROFILE

Ministry Development

In the providence of God, Cloverley Hall has enjoyed a significant increase in demand over the past few years. As a result, we have identified several areas of ministry which we wish to develop and resource. This appointment endeavours to support that development in one or more areas of opportunity and need:

Schools - Throughout the Spring/Summer term, school groups will use Cloverley Hall, but there is significant scope to increase both the number of these and the gospel input from our Centre. They will make the same choices about the types of accommodation and services all our groups make. With considerable guidance and assistance from our staff, they will assemble their programme, buying in elements from Cloverley Hall and external providers. It may be a condition of their stay that we take a daily assembly and interact with them much more than we do with other groups. As these assemblies are likely to be "repeat performances" that are revised every year, we anticipate that sophisticated assembly packages will develop using various techniques, resulting in a growing range of off-the-peg educational programmes. These will vary from work-sheet exercises tied into curriculum objectives to more sophisticated packages worked out with resources in the area: Cloverley history, Forest environment, outdoor field activities, etc.

- Education / Youth work experience
- Christian camp leadership experience
- Ability to relate to children and young people
- Ability to professionally communicate with teachers, principals and other stakeholders
- Good presentation skills
- Administratively organised and capable

Events – A number of special interest ministry breaks have been developed over recent years – counselling, art skills, recovery, and seasonal, e.g. advent. These differ from other bookings because Cloverley is the organiser and the host. Managing these breaks in design, administration and delivery, as well as expanding into new areas, is an area of opportunity that we hope to

develop with additional resourcing. There is scope for the programming for schools to extend beyond school residential into these special interest breaks.

- Event planning experience
- Marketing experience
- Ability to host and integrate people
- Administratively organised and capable

Staff – Our staff are such an essential part of what we do at Cloverley. Whether those in guest-facing roles seeking to meet the immediate needs of folk visiting the Centre or those who work in preparation and support roles to ensure the facilities meet guests' needs, all our staff contribute to the overall guest experience. We want to invest in our staff, training them and giving them experience in different roles throughout Centre life, as well as maximising the variety in their work and presenting them with new challenges.

- People management experience
- Administration of teams
- Ability to create training opportunities

Facilities – Cloverley Hall is an old building with much charm and many challenges. There is a constant striving to improve the facilities enjoyed by guests, as well as ensuring they are safe and functional. Whilst our housekeeping and maintenance teams work well in identifying areas for improvement, there is scope to coordinate and plan our facilities development in light of guest use and labour availability.

- Experience in interior design
- DIY experience
- Creativity in the use of spaces

We don't expect or even need applicants to be proficient in all areas outlined above – we aim to build the role around a successful applicant and give them responsibilities commensurate with their experience. Other elements of our vision will be picked up within the management team.

Relief Duty Manager

Whilst probably only occupying 20% of the successful applicant's role, this is a crucial element of the appointment we wish to make: The provision of support for the Centre Manager, particularly relief duty management roles.

This aspect of the role would entail looking after various residential groups in the Centre Manager's absence. It would require staying over in the Centre from before the group's arrival, until their departure. The precise workings of this will depend on the busyness of the event/school programme. We envisage this would be around 6 weekends per quarter, with time off in lieu. Full-time on-site accommodation is available as part of the remuneration package.

Whilst this role requires responsibility and wisdom, three elements will define success: Availability, Ability & Affability! Can the guest find you? Can you solve their problem? Will you do it with a smile?

All staff in our centres must show flexibility in their role definitions, as different elements of the work have busy and quiet seasons. We expect the person appointed to play a full role in the operational needs of Cloverley Hall and within the staff team.

Vision

These ideas will develop over time and trial. The person appointed will have considerable influence on how all this actually happens and will be the link. What is not open to negotiation is the core principle of the vision: the scheme will “promote the Kingdom”. At the very least, eyes will be opened to the existence of a large, thriving Christian Centre with explicit Christian values, and they will have a good experience: the gospel will be demonstrated to them. Hopefully, cleverly designed activities, events and educational programmes will implicitly challenge accepted agnostic ideas and values. Alongside this, the Centre Manager will feel supported and represented in their absence.

The candidate is likely to have the following attributes:

- Be a mature Christian with a stable personality and stable personal circumstances. Someone with a daily relationship with Jesus, who can cope with the practicalities and stresses and strains involved in the day-to-day life of a centre. Whilst working within the constraints of a team of fellow travellers.
- Have the employment basics to a high standard - reliability in detail, honesty, conscientiousness, good time-keeping, etc.
- Have the passion and ability to communicate and work effectively to further the gospel.
- Possess the organisational skills to develop and coordinate the ministry.
- Be able to “sell” the vision to head teachers, churches and others.
- Have a history of productive local church membership and Christian youth work: a CV that provides evidence of a heart for, and abilities with, children and young people.
- Demonstrate the maturity and responsibility required to deputise for the manager in their absence.
- Have strong people skills, find resolutions to problems, and calm troubled waters.
- Above all, he/she must have a strong commitment and calling to significant elements of the vision outlined above.

Note: In the context of the ministry nature of the role, it is an Occupational Requirement, in terms of the Equality Act 2010, that this post is filled by a practising Christian who can comfortably subscribe to the Evangelical Alliance Statement of Faith.

For further information on this vacancy or to request an application pack, please contact Nicky Porter at office@cloverleyhall.org or 01948 890688.