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### **Voluntary Staff Positions with the Iona Community**

Thank you for your enquiry regarding work with the Iona Community as a member of the voluntary staff. Below is some information about life as a volunteer both on Iona and Camas, our outdoor Centre on Mull, and describes all the positions available. Please read this carefully, so that you might get a full appreciation of what you would be volunteering to do. An application form can be used to apply for voluntary positions on Iona at the MacLeod Centre, the Abbey, or at Camas.

#### **Our Programme**

Every year we welcome over 150 volunteers of all ages and many different backgrounds. We host up to 29 volunteers at one time, and their tasks are varied. Our volunteer season on Iona runs from early March to November each year. On Iona placements of 8 weeks or more are available. We accept applications throughout the year. We begin the process of looking at application forms in November, and we begin to offer places during December for the following year. Please do not expect to hear from us before that time.

Please note that Children's Workers are only needed at the beginning of the season (March through April) for eight weeks, and from June through September. Also, the volunteer positions dealing with children on Iona require police clearance.

#### **Non-EU applicants**

**Volunteers from outside the EU need a Tier 5 Temporary (Charity) Workers visa to volunteer in the UK.** We are a sponsoring organisation and if we offer you a place we initiate the sponsorship number needed for your visa application. It can then take more than 4 weeks for you to obtain a visa. Please see the UK Borders Agency website for more information.

#### **Processing Your Application**

**Please note that we will not be able to process your application until both your references have been received.** We will contact your referees as soon as possible after we receive your application, sending them our standard form. To avoid any delays you are advised to ensure that your referees are willing and able to respond promptly to our request for a reference, preferably by email. If you have heard nothing from us 3 months after you sent in an application, please chase up your references personally. It is helpful if you provide accurate email addresses for your referees, especially if they live outside the UK because this is our primary method of contact.

Even though life can be busy here, our resident and volunteer staff share a willingness to join in the common life of hospitality, work, worship and recreation in our residential centres. We hope you will be able to join us. Thank you for the interest you have shown in the work of the Iona Community. We look forward to receiving your application. We will then acknowledge the form, and let you know the status of your application. If you have any further questions do not hesitate to contact us.

With best wishes,

Staffing Department

# **AN INTRODUCTION TO THE IONA COMMUNITY**

## **THE IONA COMMUNITY**

The Iona community is an ecumenical Christian community of men and women seeking new ways of living the Gospel in today's world.

It was founded in 1938, when the late George MacLeod (Very Rev. Lord MacLeod of Fuinary) left his parish in Govan, Glasgow to rebuild the ruined living quarters of the thirteenth century Benedictine Abbey on the Hebridean Island of Iona. He invited young ministers to work as labourers to the craftsmen, as part of an imaginative training programme to prepare the ordinands for work in inner city and housing scheme areas. The rebuilding was completed in 1967. The Abbey Church was restored in 1910 by the Cathedral Trustees and the buildings are now in the care of Historic Scotland, who remains responsible for the external upkeep of the Abbey Buildings and precincts.

Rebuilding, however, remains central to the Iona Community's concerns – the rebuilding and renewal of the lives of individuals, of the church, and of society as a whole. The Community is committed, in the words of its prayer, to 'seek new ways to touch the hearts of all' – through its corporate activities and what Members do in their own local situation, the Community continues to pursue the 'rebuilding of the common life' bringing together work and worship, prayer and politics, the sacred and the secular in ways that reflect its strongly incarnational theology.

There have been many changes over the years. What began as an experiment within the Church of Scotland is now a renewal movement within the Church as a whole. The Community has moved from being mainly clerical and wholly male, to having more lay people than ordained clergy and as many women as men. It has moved from being a community bound to a founding figure and a founding experience to being a community of corporate responsibility with a common story and a wide commitment to the world. It is a dispersed community, and Members do not, with a few exceptions, live on Iona.

## **MAINLAND WORK**

The Community has over 250 full Members, around 1500 Associates and about 1500 Friends. Its Members live mostly in Britain, but some are in other places – at present, Europe, Africa, Malaysia, Australia and America. Many types of occupations and denominations are represented.

The Members are committed to a common rule of daily prayer and Bible study, sharing and accounting for their use of time and money, regular meetings and action for justice and peace. In their work, corporately and individually, Members pursue concerns of the Community relating to: discovering new and relevant approaches to worship; the promotion of peace and social justice, through, for example, opposing nuclear weapons and seeking reductions in the arms trade, supporting the cause of the poor and the exploited in Britain and abroad, political activity in combating racism, and engagement with environmental and constitutional issues; commitment to strengthening interdenominational understanding and the sharing of communion; the interests and well being of young people in today's world; the rediscovery of an integrated approach to spirituality; the promotion of inter-faith dialogue; and the development of the ministry of healing.

The community has particular links with the Church of Scotland, but is directly affiliated to the Scottish, English and British ecumenical bodies and its Members and its Associates are drawn from many Christian denominations, Protestant and Roman Catholic. Members meet four times a year in plenary session, and monthly in local and regional Family Groups.

The Iona Community on the mainland has its base in Savoy House, Sauchiehall Street, Glasgow, where along with its administrative headquarters, it supports:

- work with young people through a full-time youth development worker;
- the Wild Goose Resource Group, promoting and exploring new approaches to worship throughout the UK and beyond;
- a publishing house, Wild Goose Publications, producing resources for worship and books relating to the community's concerns;

- Coracle, a magazine containing news and articles relating to the concerns of the Community;
- the Iona Prayer Circle, an expression of the community's concern for the ministry of healing.

## **THE ISLANDS WORK**

### Some terminology:

*Resident staff* on Iona have contracts for a season, one year or three years, with their own room in shared housing.

*Volunteers* on Iona come for eight to twelve weeks with a few longer places, living in shared rooms with shared facilities.

*Guests* on Iona come to stay for a week from Saturday to Friday in most cases, in the Abbey or the MacLeod Centre, also sharing rooms and tasks.

*Visitors* to Iona come for the day and have a few hours on the island between ferries. Many visit the Abbey and our Welcome Centre.

The Community maintains three centres on Iona and Mull: the Iona Abbey, MacLeod Centre and Camas Centre on the Ross of Mull. These provide hospitality to guests each week, giving them an opportunity to extend horizons and forge relationships through sharing an experience of the common life in worship, work, discussion and relaxation.

Although a Resident staff live here all year round, their work is only possible because of the contribution made by the volunteers of all ages who come from various nations and backgrounds, some of whom are Friends, Associates or occasionally Members of the Iona Community.

## **THE ABBEY**

The restored Iona Abbey welcomes up to 45 guests each week from all over the world – as well as thousands of pilgrims every day during the summer months.

The Abbey provides neither retreat nor conference, but an opportunity to share in Christian community with people from many different backgrounds and places in the world. Guests and staff of the community share all aspects of life – meals, daily worship, programme activities, tasks and social events in a place where people can share the things which concern them, where they feel safe to open out, reflect on their lives, and be challenged by encounters with people from different backgrounds. Accommodation is mostly in bunk-bedded rooms.

## **THE MACLEOD CENTRE**

What better way to celebrate the Founder's ninetieth birthday than to look to the future! That's what the Iona Community did when it took a bold decision to replace the old Youth Camp with a new, award winning building designed to help young people, families and people with disabilities celebrate Community together. The spacious, light-filled building, opened in 1988, sits just up the road from the Abbey.

The 'Mac', as it is known, has accommodation for 48 guests in five and seven-bedded rooms cleverly designed to give space and a degree of privacy as well as community. Guests and staff come from many backgrounds, traditions and countries to experience community life together through sharing in worship, work, activity and relaxation. A major feature of the building is its beautiful, well-equipped, north facing craft room.

Worship, concerts and ceilidhs are shared with guests and staff from the Abbey. The Mac's spacious community room with its log stove provides an excellent space for social events as well as the main place for meeting and eating.

Children of all ages are especially welcome and there is disabled access on the ground floor, with adapted facilities for those with mobility difficulties.

## **CAMAS**

The Iona Community's adventure centre on Mull offers an exciting outdoor experience for young people and is particularly appreciated by those from urban backgrounds. Situated about three miles from Iona and thirty minutes' walk over a moor from the road end, the stone-built quarry cottages at Camas Bay provide accommodation for up to 16 guests. There is a great opportunity for outdoor activities and closeness to nature. At Camas, as a part of the integration of worship and work which is at the heart of the Iona Community, worship and daily tasks are shared by both guests and staff together. Camas worship takes the form of simple reflections, which are held twice daily, often in the attic Chapel of the Nets. Guests and staff get to know each other really well in such an isolated and small-scale living space, and they find that self-reliance and mutual dependence are two sides of the same coin. There are many enjoyable walks in the area. The scenery is beautiful, and there are lovely bays for those who like to swim. Camas Bay itself is ideal for learning to kayak.

Camas has close links with Iona, and the Camas staff visit Iona every week, to bring visiting groups, to attend Friday meetings, or on their days off. Staff based on Iona at the Abbey or MacLeod Centres are welcome to visit Camas on their days off, by arrangement with the Camas staff.

## **WORK AND WORSHIP**

On Iona we are committed to the belief that worship is everything that we do, both inside and outside the church. We begin and end our day with worship. Every action of work, the common life and recreation can be seen as one liturgy, one work of service to God.

Our common life is fed from many sources. The past is all around us. We are inheritors of the Celtic tradition, so we use prayers from the Celtic Church for welcome, for work and in expressing the needs of the world. We are also the inheritors of the Benedictine tradition where 'to work is to pray'. As we are an ecumenical community, we also draw on many modern Christian traditions in our services. The liturgies, which tend to be responsive Celtic liturgies, are therefore unique to Iona.

Worship in the Abbey Church is public worship. The services follow a weekly pattern. The Resident Group staff must have a Christian commitment and be prepared to lead and take part in worship. We encourage volunteers to attend worship and there is an opportunity for them to be involved with the Resident Group staff and other volunteers in participating in different ways, e.g. leading, singing, playing instruments, drama or dance. Currently, the weekly pattern is as follows:

Saturday	9:00 am	Morning Worship	9:00 pm	Gathering Space
Sunday	10:30 am	Communion Service	9:00 pm	Quiet Space
Monday	9:00 am	Morning Worship	9:00 pm	World Space
Tuesday	9:00 am	Morning Worship	9:00 pm	Healing Space
Wednesday	9:00 am	Morning Worship	9:00 pm	Creative Space
Thursday	9:00 am	Morning Worship	9:00 pm	Table Space
Friday	8:15 am	Morning Worship	9:00 pm	Inner Space

At Camas, as has been mentioned earlier, there are twice-daily reflections that are held in different locations.

## **WORK**

The Staff on Iona is made up of both Residents and Volunteers. There are currently twenty-two Resident staff posts. The island's resident staff group is not a religious order. Some of us are here for three years, some for one year and the rest are seasonal staff. There can be up to twenty-nine volunteers here at any one time. We are therefore an amazingly diverse group of age, nationality, traditions and faiths. Although Iona is a beautiful small Hebridean island; there is a misconception that by coming to live and work for the Iona Community, it will be a peaceful tranquil lifestyle, giving you time for study and personal reflection. Nothing could be further from the truth. This is a very BUSY community offering challenges, but also fulfillment in other and unexpected ways.

Working as a volunteer on Iona you would be offered a specific task. There is a list of the positions available at the end of this section. Work is the priority for all the staff here, but there is time set aside for discussion meetings, sharing stories and journeys, and socials. The word volunteer means much more than giving a helping hand to the long term staff. Everyone is fully involved, valued and given real responsibility. It is hard work but it is rewarding and great fun too.

EAT AND DRINK TOGETHER;  
TALK AND LAUGH TOGETHER;  
ENJOY LIFE TOGETHER;  
BUT NEVER CALL IT FRIENDSHIP  
UNTIL YOU HAVE WEPT TOGETHER.  
(AN AFRICAN SAYING)

## **VOLUNTEER POSITIONS ON IONA**

The following is a list of the various volunteer positions for which you can apply. A few of them require specific skills, but the majority just require a willingness to learn. Although we try to offer the preferred position, this is not always possible. **The list is correct at the time of printing, but from time to time we make changes as the need arises.**

### **DOMESTIC POSTS**

#### ***Kitchen Assistants for the Abbey Centre or MacLeod Centre***

To work with the Resident Cook as part of the team to provide meals for up to 70 people at a time. Meals are mostly vegetarian. Cooking experience is not essential, but a willingness to learn is. The kitchen teams work split morning and evening shifts with the afternoon off and take turns to prepare breakfast. On the Resident Cook's day off, volunteers will be responsible for producing meals together through following instructions left by the Cook. Although the work can be challenging and physically demanding, e.g. lifting of large catering equipment, provisions etc., it can also be very rewarding.

#### ***Housekeeping Assistants for the Abbey Centre or MacLeod Centre***

To work with the resident Housekeeper as part of a team. The work involves cleaning, making beds, laundry, setting up for meals, washing dishes and other household tasks to ensure that the centres are ready to receive guests, and it **can be physically demanding**. This department plays a crucial role of hospitality to the guests who come to each of the centres, including teaching the guests to do tasks. The impression that guests of the Community receive is often influenced by the way the housekeeping teams work, so they need to be able to work with a wide variety of people and ensure that guests' tasks are properly carried out.

#### ***General Assistant***

To work in mainly housekeeping, also kitchen and occasionally other departments, covering days off, holidays and sickness. Moving from department to department is often required and also sometimes between both centres in the same day. You will need to be flexible, adaptable and quick to learn new tasks. This is a varied role for those who enjoy a new challenge each day and who can work well on their own initiative. Your weekly rota will be organised by the Hospitality Team Support Worker.

### **MAINTENANCE TEAM**

#### **Maintenance Assistant/Driver**

To work as part of the maintenance team in the day to day upkeep of the centres, the rolling programme of repairs and the maintenance of the grounds, which includes trimming and cutting grass. This can range from changing light bulbs, mending locks and furniture, to unblocking drains and painting etc. Skills in general repairs, plumbing or joinery are required, as well as a willingness to learn. The work is physical and may involve lifting and carrying a minimum of 10kg.

The team is also responsible for transporting guests and luggage to and from the jetty, moving the bins, and for collecting provisions and moving items between the centres. The Community currently has vehicles, which are used for transport of staff or guests to the doctor on Mull; to collect post, parcels and provisions, or to transport people with disabilities and wheelchair users. As the work suggests, it can be very physical with a great deal of lifting and carrying.

**A full clean UK driving licence and a minimum age of 25 years are required for the drivers on the maintenance team. If you are interested in being part of the team please ensure that you complete the enclosed maintenance questionnaire and return it with your application form. If you are selected as a volunteer, you need to bring your drivers license with you (both parts if you are a resident of the UK).**

## **OTHER POSTS**

### ***Children's Workers***

Volunteer children's workers plan and lead the children's programme offered at specific times in the year: through Easter (early March), mid-June through to early September, Community Week and the Christmas House Party. The children's programme offers children aged 3-12 activities that are both creative and fun, helping them to explore God's creation in many different ways. Volunteers should have previous experience working with children and be able to engage children from ages 3-12. Training in early childhood education or play theory is desirable. There are two volunteer children's workers at a time. Between them they plan and run seven sessions each week, totalling 11 ½ hours, for up to 16 children at a time. They also run activities for children attending Sunday morning worship in the Abbey. They are part of the Programme Team on Iona and will have the Resident Programme Worker as Line Manager. Volunteers must be confident working without close supervision and be capable of co-operating closely with the other children's worker. ***At times when no children are staying in either centre, the Children's Workers will be required to work as General Assistants (see description).***

This post will be subject to an enhanced police check prior to confirmation of appointment.

### **Child Worker: "Freya Care"/Abbey Kitchen**

To work primarily minding the 5 year old daughter, Freya, of the Abbey cook, entertaining and caring for her when she is spending time at the Abbey. The role involves collecting her from school, sitting together at meal times, and a willingness to work closely with her and her mother, to play and be creative. When Freya is at school or at home, you will be required to work as an Abbey Kitchen Assistant – this makes up several hours of work in a week. You will need to be adaptable, engaging, able to interact and play with a child over extended periods of time, and prepared to facilitate large amounts of fun. Your line manager will be the Abbey Cook.

### ***Shop Assistants***

We require a team of volunteers to work with the resident shop staff to run this busy department. The Shop sells a wide range of books on spirituality and peace and justice issues, locally made crafts, Wild Goose publications, DVDs, CDs and Fair Trade products. The post involves contact with a large number of people - guests, staff and hundreds of day visitors. It includes till work, serving customers, cleaning and stocking shelves, and responsibility for large amounts of money. The ability to serve and work quickly under pressure for prolonged periods of business is essential.

### ***Reception Admin Assistant***

To assist the Bookings Administrator in Reception, with a base in the Welcome Centre. It is the first point of contact for visitors with enquiries. The Reception volunteer will assist with photocopying, word processing, dealing with incoming and out-going mail, faxing, e-mailing, filing, answering the telephone and responding to enquiries from visitors to the island. Organisational and computer skills and an ability to cope at times of pressure are essential. After training, the Reception Admin Assistant will be expected to take responsibility for Reception when the Bookings Administrator is on days off and holidays, with support from other Residents. S/he may also be required to work in other departments. This a long-term volunteer position (minimum of 12-16 wks).

### ***Abbey Church/General Assistant***

To assist the Sacristan in the stewardship and caretaking of the Abbey Church. This includes preparing the church for worship, welcoming people and stewarding before, during and after services, and keeping the Abbey Church tidy. Please be aware that preparing the Church for worship includes routine attention to oil-filled candles, for which you need to be comfortable working on a step ladder, as well as moving church furniture, so it can be quite physically demanding. This post requires people who are prepared to work alone for some periods and who want to attend most services. *The Abbey Church Assistant is also required to help out as a General Assistant (see*

*description) in domestic departments at certain times each week – you will therefore need to be flexible.*

### ***Music Assistant/General Assistant***

To assist the resident Musician in preparing and leading the music for worship, playing for services and leading singing sessions with guests as part of their programme. The volunteer music assistant might also have the opportunity to work with instrumentalists to prepare for performing in services. A high standard of piano playing skill will be needed, and any other instrument playing skill and experience in singing and leading singing groups will also be an advantage. *The Music Assistant will also be required to help out in other departments at times (see description of General Assistant post) – you will therefore need to be flexible.*

## **QUESTIONS YOU MAY HAVE**

### ***Who can become voluntary staff with the Iona Community?***

We welcome applications from anyone who is over eighteen. Applications are welcome from all who are willing and able to participate fully in our common life of work, worship and recreation. Life as a volunteer staff member of the Iona Community is more than a job – it is a way of life. We have many volunteers from countries all around the world. Iona is a good place to improve your English, however please note that in order to be a volunteer you must be able to speak and understand English well enough to function in a busy working environment. Please identify on your application your level of English. (If you are applying from a **non-EU country**, please see additional details at the end of this document.)

### ***When can I come?***

On Iona, the volunteer programme runs from March to November. Please be aware that most people apply to work in July and August and that you have a greater chance of being accepted if you can come to begin or end the season.

We should point out that we do receive more applications than we have places. We try to appoint a balanced staff of different backgrounds, age and nationality. While early applicants are given priority there are often last minute vacancies, so a late application may be worthwhile. We do try to give people the job they list as their first choice; however, some positions such as housekeeping and kitchen have more positions available. The more flexible you can be in your times and choices, the better chance you will have of being offered a place. We have very limited accommodation for couples, so only a few can be offered places.

### ***How long are the Voluntary Staff Positions for?***

You must be able to stay for at least eight weeks. We have found from experience that this gives staff time to settle in and experience life in the community fully. Most of our voluntary positions are for 8-12 weeks. To enable smooth running of departments we appoint some staff for longer term placements of up to 16 weeks and occasionally up to 24 weeks.

### ***What jobs can I do?***

A list of the jobs can be found earlier in this booklet. We stress once again the more flexible you can be in what you are prepared to do, the better able we will be to offer you a position.

### ***How much am I expected to work?***

On Iona you will work for about 7.5 hours a day, and have one full and one half day off per week. You will need to be flexible. Sometimes you may be expected to work early in the morning or late in the evening. If work is slack you may be asked to work in another area where the need is greater, even if it may not be what you were expecting to do.

Volunteers use their free time not only to sleep and rest, but also to enjoy walking round the beautiful island or exploring nearby Mull. Any volunteer who is here for 9 weeks is entitled to an extra day off after eight weeks here, and those who are here for 16 weeks or more are entitled to a week's holiday halfway through their time here.

***What do I receive as a volunteer?***

We do not pay volunteers, as that is illegal. All volunteers receive full board and lodging; UK volunteers can also claim the equivalent of an Open Return bus fare from anywhere within the UK and a weekly allowance of £30 to cover other living expenses. Volunteers from other countries in the EU, Norway, Iceland and Switzerland can claim the equivalent of an Open Return bus fare from their port of entry in the UK as well as the weekly allowance for living expenses of £30.

Volunteers from other countries can also claim the equivalent of the bus fare from their port of entry which will be paid immediately. The rest of their travel and other expenses will be reimbursed up to a ceiling of £30 per week of volunteering. This will be paid by a weekly cash payment of £30, which will stop if the total paid matches the total expenses which you have incurred.

***Where will I live?***

On Iona we have voluntary staff accommodation in the MacLeod Centre and in "Cul Shuna", a large, purpose-built house in the village. Each place can accommodate up to 14 or 15 volunteers and has its own lounge/common room. You will be expected to share a bedroom with up to four other staff and take an active part in keeping all common areas clean and tidy. The accommodation is far from spacious, but we will do all we can to make your stay with us comfortable. There are very few rooms in which we can accommodate couples. Some of the beds are bunked beds.

***Do I need to be a Christian to work with the Iona Community?***

The Iona Community believes God is relevant in all parts of our lives. Work, worship and recreation interweave into a common life. Whilst worship is a central part of this common life together, a focus for our faith, we do not expect all our voluntary staff to profess a belief, but to be in sympathy with the aims and objectives of the Iona Community. We do, however, expect volunteers to come to a fair number of the services.

***What happens if we get sick?***

We have an excellent Doctor, who lives on Mull, but who comes to Iona once a week. If you need to see the doctor on another day, a resident member of staff will arrange for you to be taken over to Mull. UK residents are entitled to full NHS cover, and prescriptions in Scotland are free. Citizens of other EU countries, Norway, Iceland, and Switzerland should make sure that they bring a European Health Insurance Card with them. With this, they will be entitled to free medical treatment both from the local Doctor and from hospitals.

Citizens of other countries are not entitled to any free medical services in the UK and should ensure that they have private medical insurance. At their total discretion, the local Doctor may choose to treat them for free, but this should not be relied upon. If the Doctor does give you a prescription, the Iona Community will pay for the prescription charge but no other charges.

***Can we come as a couple?***

Our volunteer accommodation is limited, but we are able to offer bunk-bedded rooms to a small number of couples i.e. to those who are married or in committed relationships.

***Can I bring my children?***

For several reasons, we do not take volunteers with children. This is partly because our volunteer accommodation is at a premium, but it is also because volunteers are here to do a full time job, often involving early and late shifts and there would be no one to be responsible for looking after your children while you were working; and finally, because it would be difficult for you to have any quality time with your children.

***What is the Community's attitude to personal relationships that arise on Iona?***

We do not, nor can we put a ban on personal relationships. Personal relationships will always develop and do happen. All we ask is that you act as responsible adults and be aware of, and sensitive to the needs of other staff. Try not to let your relationship become excluding. Be aware, as we are an international staff group, that this issue is dealt with and viewed differently by different cultures.

***What are the rules regarding our behaviour on Iona?***

We do not, nor do we want to, monitor our volunteers' behaviour. However, volunteers should be aware that while on Iona they are representing the Iona Community to the local islanders, and should behave accordingly.

***Is there an opportunity to develop our own spiritual growth?***

We recognise that there is a need for staff to share and discuss their own inner and spiritual journeys. Although there is no formal set up, there can be informal discussion groups set up by volunteers and/or resident staff. There is no 'chaplain' or spiritual director on the staff here on Iona. The staff, both Residents and Volunteers, bring many gifts and some are very willing to spend time with you on an individual basis if needed.

***What do we wear?***

Iona is a small Hebridean island off the west coast of Scotland. The weather can be very changeable, so a variety of clothes is advisable e.g. summer clothes, swimwear, light footwear, warm clothes (**lots of very warm clothes at the beginning and end of the season**), jumpers, fleece, thick socks, waterproof jacket and trousers, walking boots, hats, gloves and clothing for evening socials. For work, wear what you feel comfortable wearing – aprons are provided in the domestic departments and boiler suits for maintenance department. If you are an Abbey Church Assistant, or you work in the Shop or Reception, where you are in constant contact with the general public, please dress sensitively.

***What should we bring?***

Bring a rucksack, camera, torch (flash light), batteries, and all your own toiletries (a limited and rather expensive selection available locally). You do not need to bring bedding or a towel. If you are coming from overseas, bring pictures, and perhaps a map, musical CDs, songs, and small items that depict your national culture and traditions. If you are offered a placement then more comprehensive information on what you will need will be sent to you before you depart.

***How can I become a member of the Resident Staff?***

From June each year the Community will be seeking to recruit Resident staff for the next year's seasonal posts for the Abbey and MacLeod Centre and for Camas. Seasonal posts usually include Cooks, Housekeepers, Musician, Craft and Programme Workers. They range from nine months to one year. From time to time three-year appointments arise. Many members of the Resident Group come to work on Iona first as voluntary staff; this gives a good introduction to our life together.

**For further details contact:**

**The Staffing Department  
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Iona Abbey  
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Argyll PA76 6SN  
Scotland**

**email: [staffing@iona.org.uk](mailto:staffing@iona.org.uk)**

**Alternatively, all posts are advertised on our website when they become vacant:  
[www.iona.org.uk](http://www.iona.org.uk).**

### **Additional Information for Volunteers not from the European Union**

UK immigration law requires all volunteers who are not citizens of European Union countries (plus Switzerland, Norway, and Iceland) to obtain a Visa before coming to the UK.

If you are affected by this, you should look at the official website <http://www.ukvisas.gov.uk/> before completing your application to The Iona Community. This will also tell you the current cost of the Visa application, which was £130 in early 2011.

The relevant type of Visa is Tier 5 Temporary Charity Worker, unless you are one of a small group of people eligible for the Youth Mobility Scheme.

The process is as follows:

1. Apply to The Iona Community using our application form. If you are successful and confirm that you intend to come, we will ask you for the information we need for the next stage.
2. You need to give us all the details which the UK Borders Agency (UKBA) need from us to apply for a Certificate of Sponsorship. This is:  
Passport Number, Date of Issue, Date of Expiry, Place of Issue, Nationality, Place of birth, Date of birth, permanent home address and contact details, start date for position, job position.
3. Three months before the start of your volunteer placement is the earliest we are allowed to apply to UKBA for a Certificate of Sponsorship for you.
4. We email you with the Sponsorship Certificate Number as soon as we have it.
5. You apply for a Visa, following the instructions for your country of nationality on the government website. You can confirm in your application that your Sponsor is "A" rated and that we will cover "maintenance".
6. The length of time it takes to process a visa application is anything up to 28 days, and applicants are not always successful in being granted one. There is nothing we can do if you are turned down. We would suggest that you do not buy non-refundable travel tickets until you know that your application is successful.

Please also note the following:

- Volunteers are allowed only 28 days in the UK apart from their volunteering time.
- If you are already in the UK on a different Visa, you still need a Tier 5 Visa with us, but the application process is slightly different for you. Again, refer to the Government website for details
- Volunteers from outwith the EU are NOT eligible for NHS medical care and therefore must arrange their own medical insurance. The Iona Community cannot be responsible for any medical bills that may arise.