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JOB DESCRIPTION

JOB DETAILS

Job Title:	Camas Resident Staff Team Member – Environment Programme Worker
Line Manager	Camas Coordinator
Location:	Camas Centre, Mull
Operational Committee:	Camas
Contract	This post is a 3 year contract though seasonal (9 months) for each of the three years. The exact start and end dates for 2019 will be confirmed at interview stage. It is normally mid-February to mid-November.
Date of this version	September 2018

JOB PURPOSE

Camas Resident Staff Team

Under the guidance of the Camas Co-ordinator, the Camas Resident Staff Team (of up to five people) is responsible for the planning, co-ordination and running of the weekly programme for Camas Centre guests, and for the leadership and support of volunteer staff and guests into the common life at Camas.

All members of staff at Camas are required to participate fully in the common life shared by staff and guests – this includes attending shared meals and taking part in daily chores, as well as attending and leading morning and evening reflections.

Although based primarily at the Camas Centre, Camas Staff may at times need to work on the mainland, as well as on Iona; suitable accommodation will be provided.

This is a developing post in a changing situation, requiring flexibility and ongoing re-assessment of the job description.

Shared Responsibilities of all Camas Resident staff

1. Providing welcome, hospitality and leadership for both guests & volunteer staff
2. Maintaining clear communication with staff and guests on a daily basis
3. Implementing and adhering at all times to the safety guidelines for staff and guests in relation both to the outdoor activities and the general running of the centre
4. In the more senior staff's absence, assuming responsibility for the running of the centre and the welfare of staff and guests; this includes taking responsibility for Child Protection and Safeguarding
5. Ensuring adequate resources/equipment are in place, ordering and arranging delivery of supplies as necessary, maintaining records and ensuring financial accountability and integrity are upheld
6. Participating in domestic and maintenance tasks as necessary to the running of the centre
7. Planning and facilitating the programmed events and weeks
8. Developing the work of the centre through innovative programming and processes
9. Contributing to the growth of the centre's client base through sales, marketing, social media, and visiting groups
10. Upkeep of the centre's organic garden and tree nursery
11. Co-ordinating and supporting the centre's environmental policies as well as its recycling, fuel and composting systems
12. Co-ordinating general maintenance tasks and upkeep of the centre's buildings and grounds, including the centre's tools and garden/maintenance equipment, (in liaison with the Iona-based maintenance team when necessary)

The Iona Community is an ecumenical Christian movement seeking new ways of living the gospel in today's world through working for peace and social justice rebuilding community and in the renewal of worship.

Company No: SC096243
Charity No: SC003794

Specific responsibilities for this post:

1. Co-ordinate with groups and group leaders regarding programme and bookings. Plan and facilitate the weekly programme, in conjunction with the guests and staff.
2. Lead and facilitate activity sessions, including:
 - a. art/creative sessions and projects - indoor and outdoor e.g. beach art
 - b. walks and nature trails
 - c. wild camping
 - d. environmental awareness activities including delivering the John Muir Award
3. Overseeing the hygiene training of staff, hygiene in the kitchen and ordering of food and housekeeping materials
4. Organise and arrange visits to the different centres and groups around the UK during the off-season, doing outreach work with the young people in their own areas as well as planning their programme for the summer.
5. Identify and recruit new client groups for the centre
6. Develop new activities for the young people to participate in.
7. Ensure all equipment used for art and creative activities is stored safely and is sufficient for sessions

SUPERVISION AND BUDGET RESPONSIBILITY

The Camas Resident Staff Team is responsible for:

- leadership and as a role model for the Camas volunteers
- day to day management of volunteers, allocating and supervising tasks
- the mentoring of specified individuals within the volunteer team.
- No direct budget responsibility unless related to identified projects or responsibilities such as ordering of food, garden or art supplies

LEVEL OF AUTONOMY AND DECISION-MAKING

- Day to day decision making related to programme and responsibility for running and managing the centre in the absence of more senior staff

COMMUNICATIONS

- Communicate daily with resident team, volunteers and guests
- Staff in Iona centres and Glasgow
- Local community members in particular schools and environmental organisations
- Visiting group leaders and organisations prior and post visit
- Potential customers to generate bookings both by telephone, presentations and meetings
- External suppliers

PERSON SPECIFICATION

All members of the Camas Resident Staff Team should:

- be in sympathy with the aims and purpose of the Camas Centre and of the wider Iona Community, and able to reflect these in their work at the centre.
- demonstrate strong leadership skills and awareness of their position as a role model. Fully participate in community and the daily life, e.g. meals, chores, and reflections
- have an active and positive awareness of environmental issues and renewable energy
- have initiative and self motivation
- have the ability to inspire individuals and actively contribute to a strong team ethos within the resident management team and the staff team as a whole
- be committed to a basic, simple and sustainable lifestyle
- have experience and appropriate skills for working with a variety of people, especially marginalised young people
- demonstrate empathic listening skills
- have an interest in, and ideally experience of, a variety of outdoor/adventure activities
- be willing to share fully in the common life at Camas and able to thrive in a close-knit community setting, contributing to joy, laughter and friendship
- be able to function with a high degree of responsibility
- have a dynamic, flexible approach
- IT and multimedia literacy
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In addition, members of the Camas Resident Staff Team should have experience and/or qualifications appropriate to their specific focus within the centre's work.

For this specific present resident post vacancy:

Essential skills and experience:

- Have previous experience of working with marginalised young people and/or vulnerable adults
- Have the ability to engage groups in creative activities that promote and deepen an awareness of the environment and an ethos of ecological sustainability

Beneficial skills and experience :

- Carry out maintenance of equipment and the centre
- Hold a full, clean driving license
- Other useful skills might be ability to play a musical instrument, outdoor activities such as kayaking, hill walking, rock climbing.

This post is exempt from the Rehabilitation of Offenders Act and the post-holder will need to be or to become a member of Scotland's Protection of Vulnerable Groups Scheme.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date