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

JOB DESCRIPTION

JOB DETAILS
Job Title: Camas Co-ordinator
Line Manager: Leader
Location: Camas Centre, Mull
Operational Committee: Camas
Contract: Fixed Term
Date of this version: October 2019

JOB PURPOSE
The Camas Co-ordinator is responsible for the day to organisation and management of the Centre and, under the guidance of the Camas Committee, its strategic development.

Camas has a core Resident Staff Team of up to 4 (Co-ordinator and 4 Resident Staff Team Members) and up to 7 volunteer staff during the guest season. Additional support and services, particularly in bookings, staff recruitment, financial management and maintenance, are provided by staff based on Iona or in the Community’s mainland office.

All members of staff at Camas are required to participate fully in the common life, shared by both staff and guests, which includes attending shared meals and taking part in daily chores, as well as attending and leading morning and evening Reflections. All Camas Staff also take part in the domestic and maintenance tasks necessary for the running of the centre.

Through the Camas Resident Staff Team, the Co-ordinator is responsible for the planning, co-ordination and running of the weekly programme, and for the integration and support of all staff and guests into the common life at Camas. The Co-ordinator is also responsible for ensuring the implementation of policies to ensure that high standards of safety and the welfare of both staff and guests are maintained. Line Management is by the Leader of the Community based in Glasgow, with additional support provided by the voluntary members of the Camas Committee as agreed with the Coordinator.

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.

The Camas Co-ordinator will be responsible for:

1. Line management and support of the Camas Resident Staff Team and the Volunteer Team
2. Organising staff training periods at start of the season, and ongoing training and development of all staff
3. Staff Recruitment, with support from the Glasgow based Admin team
4. Developing and implementing fundraising and income generating initiatives for the Centre, in consultation with the Leader and Committee
5. Marketing, promotion and development of the Centre by key target groups as well as sharing with the Camas Committee in ensuring the promotion and understanding of Camas within the wider Iona Community
6. Preparing reports for, and attending, Camas Committee meetings (currently 4 meetings a year)
7. Preparing and managing the centres income and expenditure to ensure that budgetary targets are met, and developing opportunities to secure a financially sustainable future for Camas.

8. Ensuring good communication and co-operation with other departments of the Iona Community.

9. Ensuring registration of the Centre with the Adventure Activities Licensing Service and maintaining the required standards of risk management, good practice and equipment to comply with the license issued.

10. Ensuring that health & safety policies and risk assessments are implemented, monitored and kept up to date. This includes fire safety, child protection, food hygiene and work practices.

11. Ensuring and developing personal and spiritual practices at Camas to reflect the Iona Community's Christian ethos and commitment to justice and peace.

12. Ensuring the implementation and development of environmental policies and practices.

13. Ensuring the Camas buildings, facilities and equipment are adequately maintained, liaising with the Iona-based Maintenance Co-ordinator and external contractors as necessary.

14. Developing and sustaining links with the local community of Mull and Iona and promoting a positive image of the Camas Centre as a local resource.

15. Any other duties appropriate to the post, which are agreed with the Leader.

SUPERVISION AND BUDGET RESPONSIBILITY

- Line Management of Camas resident staff, up to 4 posts
- Responsibility for the entire running budget of the Centre, approximately £100,000

LEVEL OF AUTONOMY AND DECISION-MAKING

- Wide autonomy to run the centre within agreed organisational priorities and policies.

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 candidates must:

- be sympathetic to the aims and purposes of the Camas Centre and the wider Iona Community
- have the ability to interpret the Iona Community's vision and values to the staff and guests who form the community each week at the Centre
- be willing to share fully in the common life at Camas, and able to thrive in a close-knit community setting
- be committed to the personal and social development of staff and guests
- enjoy working with a variety of people, including marginalised young people
- be committed to a basic, simple lifestyle
- have previous experience of working with young people
- be able to work as part of a team whilst exercising responsibility and leadership
- be able to make decisions and take responsibility for them
- have good organisational and management skills including managing budgets
- have an interest in, and at least basic experience of activities offered at the centre – Kayaking, Abseiling, Walking and Wild Camping, and an awareness of risk
- have a dynamic, flexible approach

Although not essential, it may be beneficial for candidates to:

- have a relevant qualification in the area of working with young people
- hold instructor qualifications for outdoor activities
- have an active and positive awareness of environmental issues
- hold a full, clean driving license
- Have experience of living in community
- Have experience of managing volunteers
- have an awareness of property maintenance issues – DIY skills are a bonus

Key Skills for this job will include:
- adaptability
- hospitality
- management of staff
- management of budgets
- the ability to organise time effectively
- the ability to communicate effectively to a wide variety of people
- decision making
- patience

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**

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