



Working For The Iona Community – On Iona

A. INTRODUCTION TO THE IONA COMMUNITY

The Iona Community is:

an ecumenical Christian community of men and women from different walks of life and different traditions in the Church; committed to the gospel of Jesus Christ, and to following where that leads, even into the unknown; engaged together, and with people of goodwill across the world, in acting, reflecting and praying for justice, peace and the integrity of creation; convinced that the inclusive community we seek must be embodied in the community we practice.

our rule

We share a common discipline of:

daily prayer and reading the Bible, mutual accountability for our use of time and money, meeting together and action for justice and peace.

The Iona Community was founded in Govan and Iona in 1938 by George MacLeod, minister, visionary and prophetic witness for peace, in the context of the poverty and despair of the Depression. The original task of rebuilding the monastic ruins of Iona Abbey was to serve as a sign of hopeful rebuilding of community in Scotland and beyond.

Today, we are about 300 Members, mostly in Britain, with 1450 Associate Members and 1250 Friends worldwide. The Iona Community welcomes people from all walks of life at its centres on the islands of Iona and Mull. It trades through Wild Goose Publications and the Iona Community Shop on Iona, and resources a wide range of church and community organizations through its Wild Goose Resource Group and Youth Resource Team. The Iona Prayer Circle is a worldwide network which prays for people and places in distress. Coracle is the bi-monthly magazine of the Iona Community, which seeks the exchange of thoughts and ideas as a basis for finding common ground.

iona abbey

From March through October each year, on the beautiful island of Iona, cradle of Christianity in Scotland, we offer an experience of living in community for people from all backgrounds and nationalities, and of all Christian faith traditions or none. A Resident Group of staff and volunteers share a year-round common life, and maintain daily services in the Abbey. They welcome guests to share all aspects of their life and to explore issues such as peacemaking, social justice and environmental sustainability.

the macleod centre

The MacLeod Centre, opened in 1988 with good disabled access, has a particular emphasis on enabling young people and families to get the most out of a stay on Iona. Walks and expeditions, arts and crafts, discovering the natural environment of Iona, social events and ceilidhs, a children's programme during the Easter and summer holidays, conversation and recreation, all take place in a safe and friendly community environment. Specially planned programmes are available for school and student groups.

access fund

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

To ensure no one is excluded from staying at either of our Centres on grounds of income, especially those unable to access holidays elsewhere, the Iona Community operates an Access Fund offering discounts and subsidies to individuals and groups.

More information

For more information about The Iona Community in general, read the Leaflet "The Iona Community" and explore the website www.iona.org.uk

B THE IONA COMMUNITY'S WORK ON IONA

A Vision for the Iona Community's presence on Iona

"The Iona Community's centres on Iona exist today both as a resource and a challenge, not only to ourselves and to all who use them, but also to the wider Church and indeed to people of all faiths and of none.

They are:

- ✧ ***safe places*, in which to explore the meaning of Christian life together, both within the life of the mainstream churches and also within the many new ways of being church, and how to live a committed Christian life in a multicultural and multifaith world;**
 - ✧ ***places of openness*, where people at different stages on their personal journeys can share and learn from each other what God is saying to and through them, and through the story of the Iona Community and the world-wide church;**
 - ✧ ***empowering places*, from which people may go forward on their pilgrimage strengthened and emboldened to make a difference in the world in which they live.**
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This statement was agreed by the Iona Committee on 21st January 2012. Further historical and theological supporting texts may be added at a later date.

C RESIDENT STAFF

The task of running the two Centres on Iona is given to a team of Resident Staff (employees) and residential volunteers.

Resident Staff are given an employment contract for a fixed period of time, three years at most. You have your own room in shared accommodation, and all food and meals are provided. Instead of a normal salary, you receive the Islands Allowance of £606 (2016 rates). See Terms & Conditions for more information.

As well as the normal "job" set of tasks described by the job title and laid out in the main parts of the job description, employees on Residential Terms and Conditions are held accountable to:

The Common Life Commitment:

Being a part of the resident staff, working for the Iona Community, entails more than doing a job. *We live and work together here, and as a staff we are committed to sharing a common life of work, worship and recreation with each other and with the volunteers, groups and individuals who stay with us throughout the season. Living like this is both a very rewarding, but also a very vulnerable and challenging, experience. Our life together here is a commitment and we are accountable to one another for upholding this*

commitment. In many ways this is a counter cultural way to live; in a world of rampant individualism and the seeking of privatised, individual rights, our commitment to a common life on Iona is a sign that there are other ways for people to live. The Iona experience for many staff is intense and deep, even life changing; strong friendships may be formed, a deeper relationship with God, self- confidence boosted as individuals are valued and listened to and untapped skills are discovered and released. The pressures of work can be unrelenting and time off is important. A rigorous approach to job responsibilities and contracted hours is impossible in circumstances where flexibility and helping one another out is often necessary.

Participating in the common life is like being part of a big family. This way of living can provide friendship, support and encouragement. It enables us to hold each other accountable, to embrace our differences and celebrate our similarities. Together we recognise our different working patterns, learning styles, and ways of communicating. This makes our life on Iona interesting, challenging and fulfilling. So, while we all have our own daily work, it is our commitment to the common life and the building , receiving and celebrating of community that makes working on Iona far more than just a job.

In practice, this means:

1. Participating in some tasks on a rota basis:
 - a. Leading, or assisting with, daily morning and evening worship in the Abbey Church (or elsewhere)
 - b. Chairing and participating in the shared meals for guests, employees, and volunteers
 - c. Leading the following elements of the weekly guest programme: pilgrimages around the island, the ceilidh, and the After Service Teas (late evening),
 - d. Acting as Duty First Aider for the Iona centres
2. Living in shared accommodation and, together with colleagues, working at building community over the season and each week by sharing meals, participating in daily worship services, etc.

The Iona Community recognises that this is a demanding set of commitments, and offers support in various ways:

1. Regular Line Management meetings, as with any job.
2. Regular staff meetings to discuss issues around the Shared Tasks and Community Building aspects of the commitment
3. Spiritual Accompaniment is offered to employees with a contract over two years in length
4. Space for reflection is offered at the midpoint and end of each season, and at the end of your contract.
5. A Staff Representative who is available to support resident staff members as a listener and liaison.
6. Staff 'buddies' - Each new member of staff is given a resident 'buddy' who can explain some of the complexities of shared tasks and living together.
7. Volunteers - Every year Iona Community welcomes approximately 125 volunteers of all ages and backgrounds who support the Island Centres mission and resident staff.
8. Members in Residence - Another part of the support structure on Iona includes the members in residence. Various full member(s) of the Iona Community come to live in residence with staff and guests each week in order to offer support to staff and interact with guests.

D. INFORMATION FOR FOREIGN NATIONALS

We encourage all interested applicants from non-EU/EEA countries to apply to Iona. However, current UK Immigration Law states that it is not possible to appoint someone from outside the EU if there is a suitable candidate from the EU.

Obtaining a Work Visa

If you are not a national of an EU/EEA member state and do not have the right to work in the UK, in most cases, it will be necessary for you to obtain right to work under the Skilled Worker - Tier 2 (Minister of Religion) category. The Iona Community is an 'A-level' sponsor. This enables the organisation to attain Certificates of Sponsorship (CoS) under Tier 2 of the Points Based System (PBS). Please see two locations for more information:

1. The United Kingdom Borders Agency (UKBA) website has specific immigration guidance: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/>
2. Please also see our visa guidance page which has details about the process of application to the Tier 2 category for non-EU/EEA candidates.

Opening a Bank Account in the UK

All staff members are requested to open or possess a UK bank account to allow the Iona Community to pay them. An instruction sheet regarding the current arrangements for applying for a UK bank account for non-EU staff is given in the contract packet.

Obtaining a National Insurance Number

Employees pay National Insurance contributions (NICs) whilst working for the Iona Community (subject to earnings). NICs are collected by HM Revenue & Customs through the Payroll system and go towards benefits, such as unemployment benefit, the National Health Service (NHS) and the state pension.

Once a new staff member is hired to work for Iona Community, if a staff member does not already have a National Insurance number, they will receive instruction information on how to apply for a NI number.

E. PRACTICAL INFORMATION ABOUT LIVING ON IONA - THE BENEFITS OF WORKING HERE

Environment

Iona, a 1 x 3 mile Inner Hebrides island of Scotland, lies approximately 1.6 km from the coast of the Isle of Mull. Iona has a resident population of approximately 125. Influenced by a warm sea current from the Caribbean, Iona's climate can vary from day to day; it is generally windy, cool and wet making waterproof warm clothing essential. Overlooking the Atlantic Ocean, our Island Centres provide a beautiful work environment; Iona draws the interest of thousands of people who journey to its shores each year.

Full Accommodation and Meals

All posts, regardless of the duties, are offered at the same monthly allowance of £606 (2016 rates). depending on contract length, plus full board and lodgings.

Meals are provided to all employees. When working, staff members are expected to share two meals per day with guests usually lunch and dinner.

Each staff member is assigned their own private bedroom and they share a simple but fully equipped kitchen, bathroom, laundry room and common area with up to 9 people. Due to space constraints we are not currently able to accommodate any non-working relatives, including children, on Iona. Appropriate accommodation may be available for those who have documented disabilities. A Code of Practice and Housing Agreement is sent to new staff in their contract packet with more detailed information regarding accommodation.

Holidays

On Iona, the normal work week is 7.5 hours a day, 5.5 days per week which consists of over 40 hours per week plus the time committed to scheduled, shared tasks. It must be recognised that in coming here we commit to spending additional time beyond our job role in shared tasks on a rota basis, such as services, after service teas, communal meals, and programmed activities. The pace is steady, but staff receive one full and one half day off (4 hours) per week plus the relevant services or meals involved during this time. Flexibility is required as sometimes you may be expected to work early in the morning or late in the evening, with some weeks being more work-intensive than other weeks. Employees generally receive 27-32 days off per year as holiday plus an extra day off every six weeks throughout the season.

Flexible working allows staff to change their pattern or total hours of working through discussions with their line manager (taking into consideration the needs of the guests and Community).

Maternity, Paternity and Adoption leave and pay arrangements are available to eligible staff, which include a pay scheme for those who have been employed by the Community for at least 26 weeks ending with the expected date of childbirth or adoption.

Pension scheme: The Community offers a contributory pension scheme linked to salary to all staff.

Free Car Park

Staff who have a car will need to utilise the long-stay car park located in Fionnphort on the neighbouring isle of Mull as we are only allowed to keep essential vehicles on Iona. For those who have a valid driver's license, there is also a staff car available, for a small mileage charge, on the isle of Mull for personal use.

Mobile Banking

A Bank of Scotland mobile bank visits the island once a week during the summer. Cashpoints are limited on Iona. Many find it helpful to set up a bank account on the mainland. Allowances are paid as direct deposit into UK bank accounts. If you are from outside the UK, detailed instructions about setting up a UK bank account will be given with your contract packet.

Telephones and Internet Access

All staff living areas have a landline telephone with an out of hours direct line number for friends and family. You will be given your own e-mail address, which can be accessed through your work computer. Wireless internet access is provided in most staff accommodation, for laptop users. Personal mobile phones can be used, but have limited range. Further instructions regarding landline phone usage is explained during the new staff induction process.

Medical Coverage

Employees register with the local Doctor who comes to the island one day a week. All Iona Community employees are provided service by the Doctor free of charge under the current

United Kingdom National Health Service, but prescription drugs sometimes require payment. Further information is supplied in the contract packet.

Insurance

Iona Community is responsible for personal belongings being insured to a maximum of £1,000 against theft and other risks but not against loss or accidental damage. It is at the discretion of individual staff members to purchase renter's insurance.

Free Personal Guest Nights

Each resident staff member has an allowance of 2 free personal guest nights per month to invite friends and family to Iona.

Staff Induction and Training

All new employees receive an induction process which aims to assist a new member of staff to perform effectively in the job role and within their work environment as soon as possible.

Employee Handbook and Resident Induction Notes

All new staff members receive an employee handbook and induction notes during the induction process. The purpose of these two documents is to provide access to helpful information for staff. In particular, these resources will form a useful reference point in the early part of employment, during role and responsibility changes as well as throughout the employment period.

Areas covered by these resources are:

- Organisation Ethos
- General Terms and Conditions of Employment
- Important Contact Information
- Resident Staff Support Systems
- Common Life Responsibilities
- Practicalities of Being a Resident Staff Member
- Policies and Procedures
- Health and Safety Information

Probation Period

New appointments to the Iona Community are subject to a probationary period. The probationary period is a positive two-way process designed to assist new staff to integrate into their new role, with emphasis on support and development. This period of probation gives the opportunity to develop, with relevant guidance, the necessary skills to carry out the job effectively.

Additional Support Provided to Staff Working on Iona (See also Section C-3 above)

Relocation Assistance Scheme

- The relocation assistance scheme for new appointments is a contractual benefit based on length of service. Where relocation assistance is offered, this will be detailed in the letter of appointment.

FREQUENTLY ASKED QUESTIONS:

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. Worship is a central part of this common life together, a focus for our faith, so we do expect employees to be in sympathy with the aims and objectives of the Iona Community.

Can a partner and/or dependents accompany me?

When a resident group member is appointed who intends to be accompanied by their partner, we would positively try and appoint the partner to one of the established posts within the complement if they were seeking employment and suited to the post.

In the event that there was no vacant resident group post, subject to the availability of accommodation, the partner will be offered a long term volunteer appointment enhanced with the payment of the dependants allowance and the resident holiday allowances.

Due to space constraints, we cannot presently offer accommodation to non-working relatives, including children

Can I bring my pets?

It is not possible for resident staff to bring their pets with them to Iona.

What are the worship services like?

We do commit ourselves to beginning and ending our day with a corporate worship service.

Each day throughout the year (Monday to Saturday) we have the morning office of the Iona Community, which lasts about twenty minutes. This follows a set liturgy, with changing prayers, readings and songs. In the season the morning service is at 9:00am Monday to Thursday and Saturday, 8:10am on Friday when there is a Leaving Service for guests, and Holy Communion at 10:30am on Sunday. During the winter, morning services are at 9:30am Monday to Saturday.

Evening services happen every night in the season at 9:00pm, and on certain nights in the winter. They have a different theme each night, and normally last for around 20-30 minutes.

Through much of the season we have afternoon prayers for Justice and Peace at 2pm (Monday to Saturday). These last for approximately 10 minutes, and give day visitors the opportunity to worship with us.

Attending morning and evening services are part of our common life commitment and part of our life and work together. These services are the responsibility of the Island Centres Director, but all members of the Resident Staff are expected to share in the leadership of services, as and when able, beginning with the simpler services, and moving on to those which require more experience and preparation.

We seek to ensure our services are grounded in the life of the Iona Community and in the life of the world, that they are honest offerings to God, biblically rooted, inclusive, and creative, challenging and consoling. However, the Iona Community believes that our services are only

one part of our worship offering to God which also encompasses our work, our recreation, our relationships to each other and the created order, and our personal growth as human beings.

What is the schedule for the week as a staff member?

Embodied rhythms and patterns for our days and weeks are an important stabilising factor on Iona as guests and visitors come and go. Our guests are central to the work on Iona. In fact, the week on Iona is shaped by the pattern of guests coming and going as we offer them our hospitality. Between March and November in Abbey and Mac, guests arrive on Saturday afternoon, between 14:30 and 18:15, and leave Fridays on the 8.50 ferry. Worship, sessions, meals, meetings, days off, etc. are all planned in accordance with this.

What staff meetings do I have to attend?

Following the morning service on Mondays to Thursdays and Saturdays, all working Resident Staff gather in the Abbey Library for a brief meeting concerned with the business of that day.

Every Friday morning, Resident Staff and Volunteers gather for Centre Meetings in the Abbey and MacLeod Centres. Later in the morning there are meetings exclusively for Volunteers and for Resident Staff which provide opportunity to raise matters affecting only themselves, and at lunchtime, together with Staff from Camas, we have the opportunity to share news amongst the total Staff Team.

Because of the widespread nature of our work across the various departments and centres, and the 50 staff and volunteers who have varying responsibilities, all these meetings are part of our striving for good communication and adequate consultation before changes are implemented.