

# Working for Iona Community Trading CIC

*Inspired by our faith, we pursue justice and peace in and through community*

## A. Introduction to The Iona Community

Our Community was founded in Glasgow, Scotland in 1938 by Rev George MacLeod, a visionary and social reformer.

The Iona Community Trading C.I.C. is the trading arm of the Iona Community which is an international, ecumenical Christian movement working for justice and peace, the rebuilding of community and the renewal of worship.

The Trading Company runs two separate businesses, a shop on the Island of Iona and a small publishing company called Wild Goose Publications.

The Iona Community Shop on Iona is located across the road from Iona Abbey. It sells a wide range of books that include the Iona Abbey Worship Book, Wild Goose Publications (and music), Scottish history, geography and literature, and children's books, along with locally hand-crafted gifts, Celtic jewellery, sacramental items, pilgrimage guides, clothing, maps and cards. The books, crafts and other products reflect the Iona Community's fair trade and local trade ethos. The shop takes great care to source its products as much as is possible from a range of small locally run businesses and fair-trade organisations.

### Our Rule

Members 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.

### Our work

The Iona Community Trading C.I.C. is responsible for

- The Iona Community Shop, a book and craft shop close to the Abbey
- Wild Goose Publications (WGP), a small independent publisher.

The Iona Community provides:

- Accommodation for residential guests in Iona Abbey and offers daily worship in the Abbey Church
- The MacLeod Centre, a purpose-built residential centre, currently closed while an Options Study is completed
- Camas Centre, an outdoor activity, ecological centre in a remote location on the Ross of Mull.
- Fairfield, the Community's Glasgow centre, which provides administrative support for all our work and is the base for our outreach work in Glasgow and beyond. (Currently Fairfield staff work mostly from home and use the hot desks in the office when this is helpful.)"
- Coracle, the magazine and e-magazine of the Iona Community

- Reflective and learning programmes on Iona and in Glasgow
- Various youth-led programmes and events on Iona, Mull, Glasgow and elsewhere
- Support for the Wild Goose Resource Group, a semi-autonomous project of the Iona Community, which resources churches in worship and music
- An extensive residential volunteer programme on Iona and at Camas.
- The Iona Prayer Circle, a worldwide network which prays for people and places in distress.

### **More information**

For more information about all of these, and about the Community in general, please explore our website [www.iona.org.uk](http://www.iona.org.uk)

## **B. Practical Information about Working for The Iona Community**

### Holidays

Employees are entitled to 37 days of annual leave in each year inclusive of public holidays, pro rata to their full-time working hours.

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 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 pensions schemes linked to salary to all new staff.

### 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 Staff Handbook

All new staff members receive a staff handbook during the induction process. The purpose of this document is to provide access to helpful information for staff. In particular, this 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 the handbook are:

- Organisation Ethos
- General Terms and Conditions of Employment
- Important Contact Information
- Staff Support Systems
- 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.

### **C. Frequently Asked Questions:**

Can I bring my pets?

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

Do you recruit people not from the UK?

UK immigration law means that it will not be possible for candidates who do not already have the right to work in the UK to be considered.