

iona
community



Work with the Iona Community

*Transforming lives to change
the world.*



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Iona Community Job Description

Job Title	Iona Abbey Programme Coordinator
Reporting to	Abbey Warden
Salary Band	As residential post: Annual allowance of £9,350, all rent, bills and food included.
Type of Contract	Resident post – Fixed Term, 1 st February 2026 to 31 st December 2026
Location	Isle of Iona
Hours of Work	35 hours per week; with Common Life commitments in addition.
Common Life Accountability	Working for the Iona Community as part of the Resident Team is more than a job – it is a way of life. We live and work together as a community, committed to sharing a common life. This means that staff share in tending a home with one another, while also sharing daily tasks, worship and recreation with the guests who join us in community, and with each other. Living like this can be very rewarding. It can also be a very vulnerable and challenging experience, balancing our allocated job along with the shared “common life”. This life together is a commitment, or a covenant that is agreed, rather than a contract that is signed. It is this mixture of our daily work, with a commitment to the common life and the building, receiving and celebrating of community that makes working at our islands centres far more than a job; but a way of life.
Annual Leave	37 days for full-time staff. Pro-rata for part-time staff. Holiday/Annual Leave Entitlement runs from 1 January to 31 December each year and is inclusive of Public Holidays
Pension	Membership of the National Employment Savings Trust
Date of this Version	October 2025

Overview of the organisation

The Iona Community is an international, ecumenical Christian movement working for justice and peace, the rebuilding of community and the renewal of worship.

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

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.

Job Description

Iona Abbey is a place of welcome, hospitality and challenge, through our daily rhythm of worship, meals, shared tasks and guest programme. The programme sessions we offer guests every week during the season vary in their overall theme, including particular concerns of the Iona Community, as well as 'Time and Space' weeks which are less specific. The programme themes and leaders are planned and advertised at least one year in advance. Some weeks are led by staff (island and mainland), others by external leaders inc islanders, Members and Associate Members of the Iona Community.

The Programme for each year we have a celebration of Easter, a Columba Week and YouthFest. We intentionally include weeks exploring the themes of the Community's Common Concern Networks.

We aim to have a programme volunteer throughout the season who will be supervised by the Programme Coordinator.

The prime role of the Programme Coordinator is to:

- 1) Plan and deliver programme weeks through the season, with creative events and activities that both affirm and challenge guests of all ages, in line with the Iona Community's rule of life, purpose, work and concerns, as documented in the Strategic Plan.
- 2) Inspire participants to take their learning into the wider world, empowering them to work for peace and justice, wholeness and reconciliation, in our localities, society and the whole of creation.

This post involves early and/or late shifts in keeping with the flow of life in the Abbey.

Main Responsibilities

1) Programme Delivery

- a) Prepare, coordinate and facilitate the delivery of programme sessions each week, liaising with the external leaders, Programme Volunteer, Musician, and others as appropriate. These will include a range of programme sessions and activities for guests, reflecting on the purpose, rule of life, work and concerns of the Iona Community;
- b) Ensure programme spaces are appropriately equipped, and the Abbey team is aware of which spaces are in use and when;
- c) Liaise with and support external programme leaders in preparation, facilitation and, where appropriate, delivery of their sessions
- d) Liaise with guest group leaders – and occasionally individual guests – before, during and after their stay – about any particular programme requests or expectations they may have raised;
- e) In liaison with the Administrator, prepare the weekly printed programme booklet; ensure the final feedback session is well facilitated, the forms are gathered and information captured for verbal and online sharing with the wider team;
- f) Follow up, especially with leaders and, as appropriate, adjust future work and programme design.

2) Programme Design

- a) In liaison with the Warden, create a programme for 2028 by the end of October 2026 with particular consideration given to:
 - i) the mix between 'new', 'tried and tested' and set commitments eg YouthFest, Easter;
 - ii) the balance between weeks led by the island team and weeks led by external leaders, including Iona Community Members and Associate Members;
 - iii) good representation of the Iona Community's concerns and commitments;
 - iv) in liaison with the Communications Team, awareness of market research and local wisdom about themes and content that will also help maximise occupancy at the Abbey;
 - v) in liaison with the Operations Manager consider dynamic pricing and running costs of programme weeks to maximise income generation.
- b) make contacts with potential external leaders to discuss their involvement, including dates, theme and content and checking their requirements eg fees;
- c) once the annual programme has been approved by the Iona Community's Community Life Committee, liaise with the Communications Team regarding wording for the website;
- d) continue planning and liaising regarding the current and following years' programmes;

3) Resource Development

- a) liaise with Iona Community Members, Associate Members, and people on Iona and Mull who do, or could, contribute to the delivery of quality programme sessions and workshops, building a database of useful resources for the future;
- b) ensure appropriate resources are developed, maintained and stored appropriately – online or physically.

4) Admin and Management

- a) train, support and supervise the programme volunteer
- b) liaise with the Warden and Musician to enable the participation of guests in programme sessions, eg weekly ceilidh, as well as services;
- c) be in regular contact with the Communications Team and attend the regular online marketing meetings, to support promotion of the programmes;
- d) keep up-to-date with emails and other administrative tasks;
- e) develop and implement guest feedback and evaluation systems;
- f) monitor programme expenditure and budget;

5) Duties Shared with Other Staff Members of the Abbey Team (for which training is given)

- a) Safeguarding – in liaison with the Warden and Operations Manager, ensure the Iona Community's Safeguarding Policy is adhered to in relation to the planning and delivery of programmes involving under 18-year olds and vulnerable adults; and fulfil the role of one of the Abbey's Safeguarding Officers;
- b) Health & Safety and risk assessments - support the Warden and Operations Manager in ensuring health & safety matters are fully considered in relation to programme activities, including the maintenance of risk assessments;
- c) Be one of the First Aiders, and a Fire Officer;
- d) Option of being on the rota to lead or back-mark the weekly pilgrimage;

6) Undertake any other duties delegated by the Warden.

Level of Autonomy and Decision Making

This post has considerable day-to-day autonomy regarding delivery of programme; decisions that will have a wider impact, including future planning and promotion, must be made in liaison with the Warden and other members of staff as appropriate.

Supervision and Budget responsibility

Supervision of programme volunteer;
responsible for the Iona Abbey Programme budget.

Key Relationships

The main internal contacts of the post are:

Colleagues in the Abbey team especially the Warden; colleagues on the mainland, especially the Communications Team

The main external contacts of the post are:

External programme leaders; guests; members of public, islanders, staff of Historic Environment Scotland (HES)

Personal Specifications

Essential

- a) Experience of planning and facilitating creative programmes for groups of people of different ages and backgrounds, within faith-based and other settings;
- b) Very good organisational skills, with the ability to plan, prioritise conflicting demands, communicate and resource the programme activities
- c) ability to engage, communicate and work with people, including groups from a range of ages, backgrounds, abilities, nationalities and languages
- d) A creative, adaptable and innovative approach to programme development;
- e) Good computer skills
- f) Awareness of, and sympathy with, the Iona Community's Christian commitment, purpose, values and concerns
- g) A strong commitment to sharing in the ministry of hospitality and the common life in the Abbey
- h) Ability to engage, communicate and work with people, including groups from a range of ages, backgrounds, abilities, nationalities and languages
- i) A creative, adaptable and innovative approach to programme development;
- j) Able to work with the unexpected as well as the routine
- k) Experience of supervising and supporting people in their work, and ability to lead by example
- l) Commitment to reflective practice and ability to receive constructive feedback
- m) Be a team player and take a flexible approach to work; willingness to contribute to work in other departments including covering for colleagues, when necessary
- n) Ability to cope with the physical and mental challenges of living in community on a remote Hebridean island

Desirable

- a) Previous involvement in preparing and facilitating creative and inclusive worship
- b) Experience of Microsoft 365
- c) A teaching, facilitation or training qualification

This post is exempt from the Rehabilitation of Offenders Act and Residential 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's Signature

Date



How to apply

Abbey Programme Coordinator



Closing date: Sunday 30th November 2025

Interview date: week of 8th December

Please apply by email using the application form to outline your experience and suitability for the role.

Email: icrecruitment@iona.org.uk

The Iona Community, Suite 9, Fairfield, 1048 Govan Road, Glasgow, Scotland G51 4XS
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