iona community

Work with the Iona Community

Transforming lives to change the world.

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Iona Community Job Description

Job Title	Programme Planning Co-ordinator
Location	Iona Abbey
Line Management by	Abbey Warden
Salary	Residential Team allowance of £779.17 per month (£9350 p.a.); all rent, bills and food included.
Pension	Nest Pension scheme is offered to all employees
Holidays	37 days inclusive of Public Holidays
Duration	Three years
Probation Period	Three months
Hours of Work	35 hours per week; with Common Life commitments in addition.
Protection of Vulnerable Groups	This post is exempt from the Rehabilitation of Offenders Act The post-holder must be or become a member of Scotland's Protection of Vulnerable Groups Scheme.
Date of this Version	October 2026
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 island centre far more than a job, but a way of life.

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.

MISSION OF THE IONA COMMUNITY

Inspired by our faith, wepursue justice and peace in and through community.

JOB PURPOSE

Iona Abbey is a place of welcome, hospitality and challenge, through our daily rhythm of worship, meals, shared tasks and, between March and November, a guest programme. These vary in themes – from a particular concern of the Iona Community to more flexible 'Time and Space' weeks. Some are led by staff, others by external leaders including islanders and members of the Iona Community. Every year we have a YouthFest, a Columba Week and an Easter Week.

The primary purpose of the Programme Planning Co-ordinator is to plan these weeks three years ahead, in line with the Iona Community's purpose, work and concerns as documented in the Strategic Plan; and as required, to support the Programme Delivery Co-ordinator and external leaders ensuring their creative delivery which affirms and challenges participants of all ages and inspiring them to share their experience with the wider world.

During the winter season, when there are no guests at the Abbey, residential staff are expected to undertake additional winter responsibilities appropriate to their role, skills, experience and capacity. These may include, but are not limited to, monitoring and evaluating guest feedback; identifying personal development and training needs; maintaining data and compliance records; forward planning; carrying out maintenance work; and creating marketing and social-media content for the island, including recording and editing worship services. The specific responsibilities undertaken will vary according to the needs of the Abbey and the individual's skills and capabilities, and will be agreed between the Abbey Warden and Operations Manager.

KEY RESPONSIBILITIES

1. Programme Planning

a) Create draft annual programmes for three years in advance with consideration given to
- the mix between 'new' 'tried and tested' and 'set' commitments
- the balance between weeks and sessions led by the Abbey team and external leaders
- good representation of the Iona Community's concerns and passions
- market research and local wisdom about how best to maximise Abbey occupancy
- availability of potential external leaders and their programme content

b) Prepare, in liaison with the Warden, and send, draft programme to the Iona Community's Community Life Committee for approval

c) Monitor, evaluate and review weekly programmes and plan future programmes accordingly

2. Programme Delivery

a) Support the delivery of each programme week in liaison with the Programme Delivery Co-ordinator, external leaders, programme volunteer and other members of the Abbey team

b) Liaise with the Communications team to provide content for Abbey programme marketing (i.e. photos, videos or sound recordings)

c) Liaise with the Fundraiser to provide monitoring data for external programme funding

3. Admin and Management, Health & Safety

a) Provide support and holiday cover for the Programme Delivery Co-ordinator

b) Ensure the Iona Community's Safeguarding Policy is adhered to in relation to the planning and delivery of programmes involving children, young people and vulnerable adults

c) Be aware of health and safety matters and ensure these are fully considered in relation to programme activities; conduct Risk Assessments as necessary

d) Maintain effective communication with stakeholders.

4. Duties Shared with other staff members of the Abbey Team (for which training is given)

a) Health & Safety compliance, Safeguarding, First Aider, Fire Officer

b) Leading or back-marking the weekly pilgrimage

5. Other Responsibilities

The duties and responsibilities outlined in this Job Description are intended to describe the principal purpose and accountabilities of the post. They are not intended to represent an exhaustive list of tasks.

The post-holder may be required to undertake other duties that are commensurate with the level, purpose and responsibilities of the role and which are consistent with the needs of the organisation.

LEVEL OF AUTONOMY AND DECISION-MAKING

This post has considerable day-to-day autonomy and the post-holder can make decisions relating to their area of responsibility. Decisions that will have a wider impact must be made in liaison with the Abbey Warden and other members of staff as appropriate. The Programme Planning Co-ordinator is responsibility for the Iona Abbey programme budget.

All staff of the Iona Community are expected to:

- Support the collaborative style of leadership at every level, where decision-making is devolved as far as possible.
- Be in sympathy with the purpose, values and practices of the Iona Community.
- Engage as an active learner in their field of expertise, taking up Continuing Professional Development and training opportunities as they arise.
- Be a self-starter, managing their own core administration and taking initiative/acting in consultation where appropriate.
- Step in for and support colleagues as needed across the whole organisation.
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PERSON SPECIFICATION

Essential

a) A strong commitment to the ministry of hospitality, and the common life in the Abbey Centre, and a pastoral nature that is welcoming of people whoever they are
b) Experience of forward planning a wide range of programmes
c) Experience of facilitating creative and inclusive programmes for a variety of groups
d) A creative, spontaneous and innovate approach to programme design and development including the use of technology
e) Ability to engage, communicate and work with people, including groups, from a wide range of ages, backgrounds, abilities, nationalities and languages
f) Ability to take a flexible approach and work with the unexpected as well as the routine.
g) Good organisational skills, punctuality and reliability with the ability to plan, prioritise conflicting demands and communicate well
h) Experience of supervising and supporting people in their work, fostering good teams including the ability to delegate
i) Ability to maintain a high degree of responsibility and confidentiality
j) A willingness to live in a residential community and to cover for colleagues, when necessary
k) Demonstrate emotional intelligence, compassion and warmth, and an understanding of the needs of others
l) A commitment to reflective practice and the ability to receive constructive feedback
m) Proficient computer skills (Word, Excel, emails, Office 365)

Desirable

a) A qualification in teaching or community development
b) Experience of working with children and young people
c) Previous involvement in preparing and facilitating creative and inclusive services of worship d) Experience of social media platforms



How to apply

Programme Planning Co-ordinator

Closing date: 23:59 Friday 27th November
Interview date: Wednesday 9th December
Online interview

Contract Start Date 1st February 2027

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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