iona community

Work with the Iona Community

Transforming lives to change the world.

Iona Community

Job Title:	Iona Abbey Warden
Location	Iona Abbey
Line Management by	Head of Community Life
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	Fixed Term Post up to a maximum of 5-years
Probation Period	Six months
Hours of Work	35 hours per week; with Common Life commitments in addition. A great deal of flexibility is needed in this role, and care must be taken that adequate time off is taken to accommodate this unique resident post.

Occupational Requirement	The Abbey Warden is the head of the Iona Community's residential and religious community in Iona Abbey. For this role, being a committed Christian with a clear passion for/understanding of the Iona Community's commitment to incarnational spirituality is an occupational requirement.
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 ofcommunity that makes working at our island centres 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, we pursue justice and peace in and through community.

Iona Community Senior Management Team

The Abbey Warden is a member of the Iona Community Senior Management Team (SMT).

The SMT, chaired by the Leader and including the Managing Director, Head of Community Life, Head of Community Resources and Abbey Warden, embodies the Council's strategic priorities and oversees its key goals of sustainability, inclusion and mutual accountability.

The SMT is responsible for developing, managing and executing plans to deliver on the strategic direction set by Council. The SMT acts as a collaborative body, offering leadership to the whole staff team and acts as a link between Council and staff.

Job Purpose

As the head of the Iona Community's residential and religious community in Iona Abbey, the Warden's principal responsibility is the leadership, pastoral care and spiritual support of the Abbey team of staff and volunteers, alongside off-island support systems, in order to maintain a vibrant and healthy community for all who live, work and visit the Abbey.

The Abbey Warden will ensure that Iona Abbey is a place of welcome, rest, hospitality and challenge for guests and visitors. They will do this through maintaining the daily rhythm of worship with care and excellence, and through creative, meaningful programmes. They will play a key role in ensuring the work and concerns of the Iona Community are embedded within all the activities of the Abbey, leading by example, through the common life approach to work and worship, action and reflection/rest.

The Abbey Warden will be responsible, alongside the Abbey Operations Manager, for the effective leadership, management and development of the Abbey, in line with the Iona Community's Strategic and Business Plans.

As a member of the Iona Community Senior Management Team, the Abbey Warden will, in collaboration with the Abbey Operations Manager, ensure that staff are equipped and supported to focus on delivering the strategic vision of the Iona Community, modelling excellence in collaborative working and team building, while also ensuring legal compliance and best practice in implementation of all policies and procedures.

The Abbey Warden is also the Iona Community's senior and principal public representative on Iona and Mull and speaks for the Iona Community as necessary.

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. **Leadership, Management and Common Life**

- Provide line management, strategic direction and professional development support to the Abbey Programme Planning Co-ordinator, Programme Delivery Co-ordinator, Musician and Worship Co-ordinator.
- Report to and support the Head of Community Life on all aspects of the shared community life on Iona.
- Lead, promote and support a positive ethos within Iona Abbey consistent with the Iona Community's Purpose and Rule of Life. In particular, to role-model and encourage the Community's ethos of hospitality and common life.
- Develop and deepen the experience of the Common Life, lived and witnessed by the Iona Abbey Staff Team, ensuring regular conversation and training for all in the art of this life.
- Welcome groups and individuals, in addition to weekly guests, visiting Iona Abbey, arranging hospitality, workshops on the work of the Iona Community and other programme sessions, as appropriate.
- Ensure the smooth running of all the Iona Community's activities on Iona, supporting the organisation with all necessary practical tasks.

2. **Worship and Programme**
   - Be responsible for ensuring that the daily pattern of public worship services is maintained throughout the year in a manner that reflects the Iona Community's Vision, Purpose and Values.
   - Plan and communicate a regular rota and lectionary for worship services, provide training and support for Iona Abbey Team members leading services and for guest involvement, and work with the Musician and Worship Co-ordinator regarding details of services.
   - Lead, or arrange, occasional services of blessing, remembrance and commemoration for guests, pilgrims and visitors to Iona Abbey.
   - Support the Programme Planning Co-ordinator and Programme Delivery Co-ordinator in the delivery of creative and meaningful programmes in ways which reflect the Iona Community's Vision, Purpose and Values.
3. **Iona Community Senior Management Team (SMT)**
   - Be a member of the SMT and participate fully in its work.
   - Provide strategic insight into island common life, ensuring alignment with the Iona Community's mission and long-term objectives.
4. **Public Representation**
   - Act as principal public representative of the Iona Community on Iona in consultation with the Leader and SMT.
   - Act as media spokesperson with broadcast and print media in consultation with the Iona Community's Communications Team.
   - Develop and maintain good ecumenical relationships with spiritual centres on Iona.
   - Encourage the maintenance of good relations with the local island community and all partner agencies.
   - Encourage the sharing of news and stories from the Abbey, including the development of social media content and live-streamed worship from the Abbey Church.

5. **Financial Oversight**
   - Maintain budget controls for areas of expenditure identified as programme and worship within Iona Abbey and report on it to the Head of Community Life.

6. **Compliance and Risk Management**
   - In collaboration with the Head of Community Resources, be responsible for all health and safety matters relating to worship services and programme activities, including the development and maintenance of risk assessments.
   - Act as a designated Safeguarding Officer.

7. **Human Resources**
   - Take part in the recruitment and appointment processes of Iona Abbey staff.
   - Support staff development and training.

8. **Other Responsibilities**
   - Undertake such other duties as are consistent with the purpose, level and responsibilities of the role.

Complexity

This is a leadership position and requires the post holder to coordinate multiple strands of work to complement the work of the whole organisation.

Level of Autonomy and Decision-making

This is a strategic post that requires the post holder to be confident in putting forward new ideas while being comfortable with collaboration and collective decision-making.

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 CPD 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.

Person Specification

Good knowledge and understanding of the Iona Community as a movement, a community and an organisation.	Essential
A committed Christian, with a clear passion for/understanding of the Iona Community's commitment to incarnational spirituality.	Essential
A deep understanding of and commitment to the Common Life as expressed at Iona Abbey, including the ministry of radical hospitality.	Essential
Significant experience of team leadership, including ability to delegate and to facilitate good teamwork.	Essential
Significant experience of planning and leading services of worship, and of resourcing and training others in leading and participating in worship.	Essential

Person Specification

Experienced in providing pastoral or spiritual support to individuals and groups.	Essential
Experienced in planning and delivering creative programmes for groups of people within faith-based and other settings.	Essential
Proven experience of managing and supporting people in their work and a willingness to lead by example.	Essential
Ability to take a flexible approach and to work with the unexpected as well as the routine.	Essential
Excellent organisational skills and the ability to plan and communicate well.	Essential
Ability to maintain a high degree of responsibility and confidentiality.	Essential
Willingness to live in a residential community and to provide work cover for colleagues, when necessary.	Essential
Demonstrable emotional intelligence, compassion and warmth, and an understanding of the needs of others.	Essential
A commitment to reflective practice and the ability to receive constructive feedback.	Essential
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.	Essential

Person Specification

A Member or Associate Member of the Iona Community. (If not already an Associate Member, you will be expected to join as an Associate Member on appointment).	Desirable
Pastoral support or counselling qualification.	Desirable
Ordained to the ministry of word and sacrament in one of the Christian denominations.	Desirable
Skills in the development and implementation of strategic plans.	Desirable
Experience in planning and delivering training and programme sessions.	Desirable
Experience in preparing and delivering reports to senior management, boards, or equivalent.	Desirable



How to apply

Iona Abbey Warden

If you would like to arrange an informal chat with our current Warden as part of your discernment process please contact us using the email details below.

Closing date and time: 23:59 UTC/GMT Sunday 10th January 2027
Interview date: Online 26th or 27th January 2027
Contract Start Date by negotiation but no later than 27th May 2027

Visit iona.org.uk/vacancies to find out more.

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
Iona Community is a Scottish Charity regulated by the Scottish Charity Regulator (OSCR).
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