iona community

Work with the Iona Community

Transforming lives to change the world.

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Iona Community Job Description

Job Title	Abbey Worship 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 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, we pursue 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, our guest programme. As an ecumenical Community, we are not bound to any one denomination or tradition; the Iona Community has its own liturgies which reflect our commitments and values. All our services, including Holy Communion, are open to the public as well as to our guests. During the guest season, the Iona Community holds twice daily services for which the Abbey Warden has overall responsibility.

The purpose of the Abbey Worship Co-ordinator's role is to ensure that all who visit the Abbey Church feel welcome and able to engage with the work of the Iona Community; that those who participate in leading worship services feel well supported; and that the worship experience in the Abbey and online is enhanced by the sensitive use of the sound and audio-visual systems.

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. Worship Service Preparation

Co-ordinate the preparation of services in the Abbey Church (and sometimes other locations) by supporting those leading and participating, including the musicians. Provide opportunities for children and young people to be engaged in the services, as appropriate. Liaise with the Iona Community's Prayer Circle Co-ordinator for the weekly Service of Prayers for Healing.

2. Guest and Visitor Welcome

Ensure the welcome of individuals and groups to the Abbey Church, including day visitors. Maintain good relationships with Historic Environment Scotland (HES) who are responsible for day visitors and external bookings for the use of the Abbey Church.

3. Sound and Audio-Visual System Maintenance, Operation and Training

Ensure that the sound and audio-visual systems are maintained and ready for use when needed, and instruct staff and volunteers in the safe use of the equipment. Manage the recording and/or live-streaming of Abbey services and share links with the Communications Team for distribution.

4. Daily YouTube Services

Co-ordinate the recording of the daily pre-recorded services on YouTube, in collaboration with a Member, to ensure that they are continuing to evolve for a growing audience.

5. Maintain Abbey Resources

Manage the maintenance of adequate Abbey Church supplies and resources, including offerings and donations, displays and information, including a regular check on the books in the library and Common Room.

6. Administration and Management

Undertake administrativetasks relating to the role. Supervise the Abbey Church volunteer.

7. Shared Abbey Team Responsibilities

Contribute to the wider life and effective operation of the Abbey Team by undertaking shared operational, safety and community responsibilities.

a) Health & Safety compliance, Safeguarding, First Aider, Fire Officer
b) Option of being on the rota to lead or back-mark the weekly pilgrimage
c) Liaising with the Communications team to provide content (i.e. photos, videos or sound recordings)

8. Other Responsibilities

Work early and late shifts in keeping with the flow of life in the Abbey. This might mean taking long breaks over lunchtime to compensate.

Undertake such other duties as are consistent with the overall purpose of the role.

LEVEL OF AUTONOMY AND DECISION-MAKING

The post holder will work closely with the Abbey Warden, Musicians, Abbey Church Volunteer and all who are involved in Abbey worship services. While 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.

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

Essential

- A strong commitment to the ministry of hospitality and the common life of the Abbey Centre, with a welcoming, pastoral approach to people whatever their background or circumstances.
- The ability and willingness to offer a hospitable, inclusive and accessible welcome to all those attending or participating in services.
- Demonstrable practical competence in operating sound and audio-visual systems in a live setting, including a working knowledge of sound mixing, microphones, audio levels, sound reinforcement and the connections between audio, video and digital equipment. The ability to identify and resolve routine technical problems and maintain clear, reliable sound for worship in the Abbey and online.
- Experience of supporting and guiding users of sound and audio-visual equipment, including explaining its safe and effective use, providing practical instruction and helping people develop confidence in operating the systems.
- Good organisational skills, punctuality and reliability, including the ability to prepare, test and check equipment in advance of services and events.
- The ability to work flexibly and respond calmly and constructively to unexpected situations as well as routine responsibilities.
- The ability to undertake the physical aspects of the role, including manual handling and moving furniture and equipment, in accordance with appropriate health and safety procedures.
- The ability to engage, communicate and work effectively with individuals and groups from a wide range of backgrounds, ages, abilities, nationalities and language backgrounds.
- Experience of supervising and supporting people in their work, including the ability to delegate appropriately and work collaboratively.
- The ability to exercise sound judgement and maintain appropriate confidentiality.

- A willingness to participate in residential community life and to provide cover for colleagues when necessary.
- The ability to demonstrate emotional intelligence, compassion and warmth, with sensitivity to the needs of others.
- A commitment to reflective practice, personal development and receiving constructive feedback.
- Good practical IT skills, including proficiency in Microsoft 365 applications, email and digital communication, together with the confidence and aptitude to learn and use the software, digital interfaces and connected technologies required to operate the Abbey's sound, audio-visual and online worship systems.

Desirable

- Experience of preparing for services of worship and in a way that is welcoming, well-ordered and creative.
- Familiarity with the operation of an Allen & Heath QU-16 digital mixing console and associated sound system; iPad-based mixing and control; a range of microphones; fixed and portable video cameras; and joystick camera controllers used for live streaming.



How to apply

Abbey Worship Co-ordinator

Closing date: 23:59 Friday 27th November
Interview date: Friday 4th December
Interview location: 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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