

St Beuno's Jesuit Spirituality Centre

Role Profile

Role Title: Deputy Director	Number of Direct Reports: 6	Grade: Management Role Salary: £36,500
Directorate: Management Team	Team: Management	Reports to: Director
Created By: A Morris	Created on: 27 th Feb 2019	Review on: 27 th Feb 2021

Role Purpose:

To have overall responsibility for the operational management of retreats and courses.

To line manage team members.

To deputise for the Director of the Centre in his absence, in addition to supporting and advising the Director in the running of and planning for the Centre.

To direct and lead on a variety of retreats and courses at St. Beuno's Jesuit Spirituality Centre, in accordance with the Centre events and retreats Programme and provide supervision during retreats as required.

Key Responsibilities and accountabilities: Title and definition	Typical Success Measures
<ol style="list-style-type: none"> 1. <i>Operational Management of Retreats and Courses:</i> <ol style="list-style-type: none"> a. Prior to retreat or course: to ensure optimal staffing of retreat or course and sufficient supervision capacity; cancel guest directors when not needed/replace where necessary; liaise with coordinator to check preparation, esp for 30 Days b. During retreat or course: trouble-shooting/problem-solving with coordinator; deal with any complaints c. After retreat or course: Receive evaluation forms and ensure they are circulated. Follow up on any problems/issues and pass on praise d. Dealing with requests that come to the Centre for ongoing spiritual direction and either allocating to team members, or referring elsewhere. e. Assist or lead in development, planning and implementation of the training courses (Ten Week course; ISA; SDC); liaise with Province training framework. 	<ul style="list-style-type: none"> • Retreats properly staffed with correct ratio • Replacement of visiting directors when having to cancel. Re-confirming their availability before date due, and sending of information where necessary e.g. Co-ordinators duties, points for visiting directors, liturgy list. • Guest directors cancelled well in advance (cancellation of visiting directors does not mean cancellation of retreatants) • Ensuring the waiting list is regularly reviewed and finding well-matched directors • Supervision arrangements in place • Dissemination of information and best practice to peers and staff • Retreatants are provided with a good level of service, evaluations and a clear way of communicating views and opinions: responsible for the evaluations of every retreat and course and follow up, and ensure that comments and issues are forwarded to the Director and dealt with by relevant departments. This contributes to the quality assurance of the Centre.

<p>2. <i>Line Management:</i> To lead, motivate and develop team members, to enable them to ensure a consistent and professional approach across the centre and effective and efficient scheduling of team member resources.</p> <p>To liaise with all direct reports both formally and informally</p>	<ul style="list-style-type: none"> • Bi monthly reviews undertaken for all direct reports and report of any issues to Director. • Provide coaching and mentoring for team members where needed • Performance management / development plans generated for staff • Inductions for new members are completed successfully • Performance-related issues are monitored and resolved • Meetings run well across the Centre
<p>3. Providing support and advice to the Director regarding the day-to-day running of the Centre and the strategic planning for the future. To deputise for the Director in his absence.</p>	<ul style="list-style-type: none"> • Working to the Strategic Directions set for each year • Ensure smooth running of Centre in Director's absence.
<p>4. <i>Other Duties and Responsibilities:</i></p> <p>a. To be a third assessor for complex applications for courses/long retreats, and final decision-maker in the absence of the Director.</p> <p>b. Liaise and attend meetings with others inside and outside the Centre as necessary to perform duties and aid business and Centre development.</p> <p>c. Liaise with House Manager at weekly meetings to ensure good communications.</p> <p>d. Any other duties consistent with the role.</p>	<ul style="list-style-type: none"> • Ensuring that complex cases are thoroughly assessed and considered • Good communications between admin, team, kitchen and management

Core Competencies

<p>Professionalism This means acting in a professional way with colleagues and retreatants, and having a positive mind set and being resilient</p>	<p>Vision Statement This means seeking to understand the nature and purpose of St Beuno's and knowing your part in it</p>
<p>Spiritual Direction This means delivering excellent spiritual direction, effectively supporting retreatants and course participants keeping them at the heart of the centre</p>	<p>Problem-Solving and Decision Making This means taking ownership for problems and decisions, having a solution focused mind set and making things happen</p>
<p>Challenge This means being open to challenge and constructively challenging others and asking questions</p>	<p>Performance This means delivering, being proactive and going the extra mile.</p>
<p>Accountability and Ownership This means taking accountability and ownership for your actions, and delivery to a high standard</p>	<p>Partnership This means acting as one team for the good of the centre, and effective cross functional working to get the job done</p>
<p>Adaptability and Change This means having a flexible attitude, being open minded and supportive of and responsive to change</p>	<p>Capability building (for line managers only) This means managing performance and developing the skills and behaviours needed within teams to deliver the centres objectives</p>
<p>These can be scored 1 -5 (1 = Low 5= High) 1 – Unsatisfactory 2 - Improvement 3 - Business as Usual – This is the norm 4 – Exceeding Performance 5 – Excelling – Rare; has made a visible impact across the centre</p>	

person specification

Job title: Deputy Director

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Has made the full Spiritual Exercises • Recognised training in Ignatian spiritual accompaniment • Degree level education or professional/vocational training 	<ul style="list-style-type: none"> • Theological education • Further training in supervision, facilitation • Management and leadership training
Skills/competencies	<ul style="list-style-type: none"> • Ignatian spiritual direction • Excellent organisational and administrative skills • Management skills and capacity to plan and think strategically • Presentation skills and workshop facilitation; group facilitation skills • Ability to plan training and train others • Computer skills (email, internet, word processing, PowerPoint, database etc) 	<ul style="list-style-type: none"> • Experience of financial management • Supervision of spiritual directors
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the Spiritual Exercises and Ignatian approaches to spiritual direction • Good knowledge of organisations and change • Familiarity and sympathy with the teachings of the Catholic Church 	<ul style="list-style-type: none"> • Wider knowledge of traditions of Christian spirituality • Knowledge of organisations and their development
Previous experience	<ul style="list-style-type: none"> • Experience managing and leading others • Giving individually guided retreats and other forms of spiritual direction under supervision • Working with groups • Working as part of a team • Experience of training and facilitation • Other experience of ministry in the Church 	<ul style="list-style-type: none"> •
Personal qualities	<ul style="list-style-type: none"> • Commitment to engaging in regular prayer and your own spiritual development • Openness to learning • Openness to developing own skills and competencies • Flexibility and ability to work as part of a team • Self-motivated and reliable 	<ul style="list-style-type: none"> • Sense of humour

Summary of TERMS AND CONDITIONS

1. **Salary:** £36,500
 2. **Holidays:** 33 days including public holidays
 3. **Notice period:** 3 months
 4. **Accommodation:** For those who desire and able to share and contribute to the Community life at St Beuno's, board and lodging would be available.
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Application for Deputy Director Position

Thank you for your interest in the position of Deputy Director of St Beuno's.

Application is by letter and CV.

In your letter please outline your suitability for the role according to the job description and person specification. I would be grateful if you send me these by 1st April 2019. Interviews will be held on Tuesday 9th April at St Beuno's.

Thank you again for your interest in this post.

With my best wishes.

Yours sincerely in Christ our Lord,



Father Roger Dawson SJ
Director

St Beuno's Mission Statement

'I remember a house where all were good to me' (Gerard Manley Hopkins)

We believe that God is at work in everyone's life and that Jesus Christ encounters people in their lived experience.

At St Beuno's, we give and develop the Spiritual Exercises both here and elsewhere, as a time-honoured and powerful way of finding God in all things, so that people can encounter God at work in their lives and be of service to others.

A Vision for the Future

St Beuno's is a Jesuit spirituality centre characterised by the desire for excellence in giving and developing the Spiritual Exercises and Ignatian spirituality. We have inherited a rich tradition and have a responsibility to care for and build on the work of others who laboured with God. In addition to offering retreats and the space for reflection and prayer, we want to be known for high quality training and scholarship.

We are a Jesuit work of the British Province and the major spirituality centre. We are a huge resource for Ignatian spirituality - which should characterise all Jesuit works. St Beuno's is at the service of the Province mission and includes supporting, helping and training others in these works, both here and elsewhere. We are called to make Ignatian spirituality available to those who will benefit from it, with a particular focus at this time on Catholic clergy and seminarians.

We want to be more available and responsive to the needs of younger people. We recognise that younger people may challenge us, and we need to be prepared to listen, learn, change and possibly be converted.

We have a wider mission with the other Jesuit Province and Region in North-West Europe, with the international Society of Jesus, for the Catholic Church in Great Britain, other Christian churches and all those who seek God in their lives. We have a particular responsibility to the local church.

We live in a beautiful area in a house of great character which has been lived and prayed in continuously since 1848. We are sensitive to the importance of beauty in creating the atmosphere that supports our work and prayer, and helps others to find God here.

We are a mixed team – women and men, Jesuits, religious and lay people – who work together and try to live as a community, cooperating together, supporting each other and discerning where God is at work in this place. We try to live according to the values that we have identified as important to us, values that derive from the Gospels, Ignatian spirituality and our Christian faith.

We want St Beuno's to be a good place to work where people feel appreciated and respected, and where people have the opportunity to grow and change.

Our Values

Core Value – Central Statement:

With God at the centre of our lives, we desire to encounter Jesus Christ in our lived experience. As a Jesuit work, we strive to live out the values that come from the Gospels and the Ignatian tradition.

Truth as revealed in Jesus Christ

- live and act with integrity and kindness
- search for truth, discerning where the Holy Spirit may be guiding us
- live as active contemplatives

Excellence in our service

- We are committed to the *magis* - to depth, discernment and generosity with Christ
- We are here to serve others, committed to helping them find God in all things
 - to be of service to the Church's mission in the world
 - to be of service to those who are searching, lost, bruised or wounded

Openness and respect

- Welcoming, generous and 'presupposing good will'
- Creating a safe place where we can know ourselves as loved and forgiven sinners
- listen to each other, to ourselves and to God
- grateful
- compassionate and kind

Building a Christian community and work environment

- Work together collaboratively and cooperatively
- Forgiving and merciful
- Committed to justice and fairness
- Concerned for the poor and dispossessed

Creating Beauty

- We live in a beautiful house in a beautiful area, and endeavour to live as stewards of God's creation
- Creating an atmosphere conducive to contemplative silence