

THE DOROTHY KERIN TRUST
JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	WELLBEING ACTIVITIES LEAD
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DEPARTMENT	OPERATIONS
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JOB PURPOSE	<p>To lead on the provision and development of all wellbeing events and activities at Burrswood for patients, guests, and visitors.</p> <p>To oversee the provision of ministry and worship by the Ministry Co-ordinator.</p> <p>To manage and build the Burrswood wellbeing team (including the Wellbeing Activities Co-ordinator, Administrative Assistant and volunteers).</p> <p>To lead and review the continuing development of worship and ministry (including the Christian healing ministry) at Burrswood.</p> <p>To develop contacts and relationships with local Christian networks of all denominations.</p>
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REPORTS TO	Director of Operations ("Dotted Line" to Director of Spiritual Wellbeing for spiritual oversight)
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RESPONSIBLE FOR	Ministry Co-ordinator, Wellbeing Activities Co-ordinator, Administrative Assistant and volunteers
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KEY RELATIONSHIPS	Co-ordination Hub Lead, Hospitality and Catering Lead, Care and Reablement Lead, Therapies Suite Lead, Facilities Lead, HR Lead, Voluntary Services Co-ordinator, Director of Business Development and Marketing. External relationships with local church networks.
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KEY DUTIES AND RESPONSIBILITIES	
Worship	
<ul style="list-style-type: none"> • To lead and review the continual development of all aspects of worship and ministry at Burrswood and to introduce new forms of worship to appeal to a wider demographic. • Ensure that the church building and surroundings are maintained to a high standard and developed in line with the modernisation of worship. 	
Events	
<ul style="list-style-type: none"> • Oversee and lead in the design, development, risk assessment and delivery of all wellbeing events, activities and training for guests and visitors. • Promote, with the Marketing and Business Development team, all activities, events and retreats at Burrswood. • Oversee the development and delivery, and lead where appropriate, spiritual retreats, training and events where appropriate. 	

- Ensure that guest speakers, event, activity, and worship leaders are arranged and booked.
- Liaise with the Co-ordination Hub regarding information about planned events, retreats and activities.
- Ensure all relevant data and feedback collected from events, retreats and activities evaluations and debriefs.

External relationships

- Participate in meetings and networking groups from Anglican and other denominations as appropriate.
- Initiate new networking groups based at Burrswood and/or externally.

Pastoral Care

- Lead the provision of pastoral care and active listening for patients, guests and visitors
- Ensure the consistent involvement of the Spiritual Wellbeing team within the inter-disciplinary team meetings.
- Contribute to the spiritual welfare of Burrswood and to work to enhance the organisation's spiritual life.

Team Management and Staff Development

- Build and develop a motivated team of staff and volunteers, including holding regular team meetings.
- Ensure appropriate professional development and supervision is provided to team members.
- Ensure all required and mandatory training is carried out.
- Carry out regular line management, staff appraisals and volunteer reviews and ensure that all team members have a personal development plan.
- Follow the management policies, procedures and practices of the organisation.

Budget and Resources

- Agree and manage the annual budget for the Wellbeing team.
- To oversee and allocate staff and resources on a daily basis to ensure a professional and efficient service, being aware of client needs at all times.
- Work with Facilities Lead to ensure that appropriate premises are available and that they are maintained to high standard.
- Ensure that all equipment and utilities needed for team are made available in a timely manner and within budget.
- Work with the HR team to ensure appropriate staffing levels (including self as necessary) and resources within the team, playing an active part in the recruitment process.
- Take part in evening and weekend work as necessary to ensure cover.

General

- Attend and participate in management meetings.
- Ensure that statistical data for the team is collected, analysed and provided as required.
- Establish policies and procedures for the team.
- Manage annual leave records for the team.

OTHER

- The Job Description is intended to provide a broad outline of the role. The job holder may be required to carry out other duties as the role develops or to provide cover for colleagues where appropriate. In certain circumstances the nature of the job may be changed due to new working practices. The job holder will be expected to accept any necessary training that results and to take on the changes requested.

- It is essential that the job holder reads the Health & Safety Policy as laid down by the Trust and is responsible for being fully conversant with those aspects of the “Health & Safety at Work” Manual which are appropriate to their particular department.
- It is a requirement of the Trust that all employees undertake all mandatory training specified for their role.
- All key tasks are to be carried out to the standard required by current legislation, and in accordance with any changes in legislation that may ensue in the future.

ADDITIONAL INFORMATION	
Salary	Up to £30,000
Hours of Work	37.5 hours per week. Attendance at evening and weekend events is an integral part of the role. Time off in lieu will be given for hours worked during evenings and weekends.
Holiday	5.6 weeks per calendar year including 8 bank and public holidays (pro rata for part-time working). The holiday year runs from 1 February to 31 January. An additional one day of holiday will be awarded following 5 years continuous service (pro rata for part-time working).
Pension Scheme	The Trust operates a contributory Qualifying Workplace Pension Scheme.
Probationary Period	Six months
Notice Period	1 week on either side during probationary period. 3 months on either side following successful completion of probationary period.

PERSON SPECIFICATION FOR THE POSITION OF WELLBEING ACTIVITIES LEAD

	ESSENTIAL	DESIRABLE	HOW ASSESSED
Experience	<p>Minimum of 3 years’ experience in a management role within a faith-based organisation</p> <p>Experience of leading, planning, organising and delivering worship and pastoral care</p> <p>Experience of line managing staff and volunteers</p> <p>Experience of planning and organising events and activities</p>	<p>Experience within a Christian retreat, health or social care setting</p> <p>Experience of managing change</p> <p>Understanding of marketing and promotion</p>	CV / application form / interview

Education, Qualifications and Training	Post-graduate level training and qualification in Christian theology, spirituality or the Christian healing ministry	Ordained minister or church leader Spiritual Director qualification Events management qualification	CV / application form
Skills/Abilities/Knowledge	Ability to lead, motivate and inspire Ability to represent Burrswood H&W externally Ability to plan and co-ordinate multiple events at once Ability to set up IT equipment Ability to problem-solve, be responsive and remain calm under pressure Understanding of feedback and evaluation processes	Particular interest and knowledge of the Christian healing ministry Knowledge of booking software Knowledge of risk management and assessment processes	CV / application form
Work-related attributes, qualities, competencies	Excellent communication skills at all levels Creative thinker Enthusiastic with great ambassadorial skills Computer literate with good knowledge of Microsoft Office Ability to prioritise and manage diverse workload Eye for detail especially when working in tight timescales Team player, diplomatic and tactful		Interview
Other	Practising Christian (GOR attached to this role)		Application form

It is essential that all applicants are in sympathy with and able to reflect the aims of the Trust as shown on the application form. There is a Genuine Occupational Requirement attached to this post that the post-holder is a practising Christian.