



in harmony with creation
ROLE DESCRIPTION

WARDEN, HOLLAND HOUSE

BACKGROUND

Holland House is a Christian Retreat House and Conference Centre available for use by people of all faiths and none. The Trustees' desire is for it to continue to develop as a place of hospitality and prayer. Regardless of where House guests are on their personal journey of faith, people can step back and reflect deeply. Operating a mixture of organised and self-managed activities, Holland House seeks to generate an atmosphere that prompts those who come to deepen their spirituality or just take time to recover their well-being.

Set in beautiful gardens on the banks of the River Avon in the village of Cropthorne between Evesham and Pershore, the House has been offering hospitality in a 'safe place' to a variety of individuals and groups for over 70 years. The building was bequeathed to the Diocese of Worcester and the House is governed as an independent registered CIO by an independent board of Trustees representing different denominations and interests. It is managed by a Warden, with a Business Operations Manager, a Reservations Manager, Head Chef and other staff and is supported by an active body of Friends. The quality of the cuisine is widely well-regarded. Further information about the values, character and amenities of the House and details of the current Programme can be seen on the website, www.hollandhouse.org

Holland House is affiliated to and is a member of The Retreat Association, The Association for Promoting Retreats, The Quiet Gardens Trust, and The Guild of Health and St. Raphael.

REQUIREMENT

The Charity having successfully negotiated and emerged from the pandemic, the current Warden has chosen to retire after fourteen years at Holland House. Looking to continue to build on the charity's successes, the trustees are now looking to appoint a new leader to help us redefine and implement plans for the House over the next period.

PRIMARY PURPOSE

The Warden:

- leads all aspects of the running and maintenance of the House, supported by staff and occasional volunteers as well as the Friends organisation
- supports the Trustees in their responsibility for the good management of the Charity
- arranges the House's programme, manages its administration, including promoting, marketing and publicising the House's activities
- holds the management responsibility for ensuring safeguarding of staff and guests, compliance with health & safety, employment, licensing and all other legal requirements

PRINCIPAL TASKS & RESPONSIBILITIES

- Welcoming, care and comfort of groups and individuals who use the House
- Networking with the Friends, other Retreat houses, and within the Diocese
- Designing and arranging the House's programme with appropriate consultation and collaboration
- Making best use of the refurbished House Chapel

- Recruitment and management of staff, their training and development
- Ensuring accounts and budgetary control are maintained for regular presentation to Trustees
- Ensuring that the fabric, furnishing and decoration of the Grade 2 listed House and grounds are maintained in good order

PERSON SPECIFICATION

Note: In accordance with the Equality Act 2010 it is a Genuine Occupational Requirement that the Warden of Holland House is a practicing Christian, from any denomination.

Applications are welcomed from all, whether ordained or lay, who:

- Share the Trustees' vision and show personal qualities that can help realise the vision
- Demonstrate a collaborative approach, developing and using all available resources to fulfil the above-mentioned responsibilities
- Have the theological and creative capacity to plan and fulfil a programme that puts the vision into practice
- Have the management and administrative ability and experience to discharge the responsibilities

PERSONAL ATTRIBUTES

ESSENTIAL

- A positive approach and the ability to present a favourable impression of the House and Charity to all external stakeholders
- Openly inclusive and willing to be open to all forms of spirituality and well-being
- An excellent communicator with sound leadership skills
- An excellent listener
- An ability to work collaboratively in a team as well as on own initiative
- A commitment to personal and professional development
- A proactive and creative approach to problem solving

DESIRABLE

- Experience of running retreats or similar activities
- Knowledge of hospitality business and requirements
- Experience of running a registered charity and fundraising
- Experience of safeguarding requirements and dealing with vulnerable adults
- Experience of managing staff and volunteers

TERMS AND CONDITIONS

The Warden will be:

- Paid at the rate of an incumbent in the Diocese of Worcester (currently £29,386)
- Included in an appropriate pension scheme. Those existing members of a ministerial pension scheme will have current contributions maintained
- Required to live in the house provided, free of rent, council tax and water rates
- Expected to work flexible hours including evenings, weekends and holiday cover, with at least one day off per week clear of duties
- Entitled to six weeks holiday a year, dates to be arranged in consultation with the Business Operation Manager / Chair of Trustees
- Reimbursed for travelling expenses in the course of duty at the Diocesan mileage rate or at cost where public transport is used.

1. The appointment will be subject to a satisfactory health report, and to Enhanced DBS clearance
2. In the first instance the appointment will be for a six-month probationary period, after successful completion of which it will be subject to three months' notice on either side
3. Assistance will be provided towards the cost of relocation