



Ammerdown

HOSPITALITY • PEACE • RECONCILIATION

Job Description

Post:	HOUSE FOR DUTY Chaplaincy The Ammerdown Centre
Location:	Ammerdown Centre, Ammerdown Park, Radstock, BA3 5SW Accommodation is a two bedroom property on site with a modern kitchen and bathroom. Suitable for a single person or a couple. As this is a House for Duty post the accommodation is free in return for duties as outlined below. All bills are included, both energy and Council Tax.
Purpose and Objectives:	To work as part of the staff team to ensure that the Ammerdown Centre runs smoothly and safely and to participate in the spiritual development of Ammerdown.
Responsible to:	The Lead Manager
Hours of work:	20 hours per week, up to 2 nights per week on call. Flexibility is essential. The hours worked may change over time in line with changing business needs. Meals provided when there are guests.
Holiday:	11 hours per month

Ethos and Working Style

The post holder will be a person of the Christian faith and is expected to live out and model the values at the heart of the Centre's mission and ethos to all members of staff and guests. These values include respect of difference, openness and tolerance, honesty and fairness.



Ammerdown

HOSPITALITY • PEACE • RECONCILIATION

About the Ammerdown Centre (www.ammerdown.org)

Our Vision

Ammerdown believes in a shared world; where diversity and different identities are cherished; where all can live free from the fear of violence and abuse, with dignity and respect; and where differences and conflicts are transformed peacefully.

Our Mission

Ammerdown was established in 1973 as a Christian Foundation and charity. It exists to promote peace, justice and reconciliation in a safe place of hospitality, where people of differing views or faiths can engage in dialogue and can pursue their journeys of prayer, faith or enquiry.

Core Values

The Core Values of Hospitality, Peace and Reconciliation are at the heart of Ammerdown's work.

Ammerdown is a Christian-based, ecumenical, Conference and Retreat Centre located 2 miles out of Radstock, 12 miles south of Bath and 16 miles south-east of Bristol. The Centre is inclusive, welcoming people of all faiths and none. The Centre runs its own programme of courses and events; hosts external groups and organisations which hire the Centre's facilities for their own events; and welcomes private individuals who come for a break or a private retreat. With four conference rooms and 40 en-suite bedrooms, the Ammerdown Centre can accommodate both day groups and residential events.

Main Tasks

- To engage in the spiritual life of Ammerdown, both in person and on Zoom. This will involve leading some of the daily prayers and quiet days.
- To offer pastoral care to guests and, if possible, more formal Spiritual Direction.
- To reflect on and participate in conversations about how Ammerdown can better fulfil its mission and vision.
- Welcome guests, showing them to their bedrooms and conference rooms.
- Ensuring guests continue to feel welcome during their stay.
- Introduce themselves to groups and guests if they are the key person on duty, and ensure that guests are made aware of safety and housekeeping arrangements.
- Deal effectively and courteously with any issues, questions or complaints from guests.
- Become proficient with the basic operating of the audio visual equipment in the conference rooms, and of the photocopier, in order to be able to assist guests.
- Ensure that conference rooms and communal areas are kept tidy.
- Liaise with staff from different departments to ensure that any foreseeable problems are dealt with or avoided.



Ammerdown

HOSPITALITY • PEACE • RECONCILIATION

- Carry out locking up procedures, including the shutdown of bedrooms as they are vacated, when on duty.
- Ensure that the Ammerdown Centre is safe and secure at all times.
- Operate the Bar in accordance with the Licensing Laws under the direction of the Deputy Manager.
- Attend any emergency in a calm and efficient manner.
- Be on call by pager or emergency phone at all times during the period of duty.
- Carry out additional administrative or housekeeping duties as tasked.

An enhanced DBS check will be required for this role and the role holder will be required to undertake regular safeguarding training. It will be essential that the role holder ensures that Ammerdown's safeguarding policies and practices are applied at all times.

YOU MAY ALSO BE REQUIRED TO UNDERTAKE SUCH OTHER ROLES AND DUTIES AS THE AMMERDOWN CENTRE CONSIDERS APPROPRIATE FROM TIME TO TIME, HAVING REGARD TO YOUR SKILLS AND EXPERIENCE.

PERSON SPECIFICATION

The ideal candidate will be someone who:

- Is a person of the Christian faith, ordained or lay, capable of leading and participating in the spiritual life of Ammerdown.
- Is happy to be flexible in terms of hours worked and duties undertaken.
- Has a calm and capable manner and maintains a positive attitude at all times.
- Can communicate effectively with guests, management and staff.
- Has the ability to make decisions and is comfortable taking the lead.
- Has basic IT knowledge and willing to learn new skills.
- Is an experienced multitasker.
- Works well in a team