

**Job Description**

**Job Title:** Director Designate of Foxhill

**Reports to:** Director of Foxhill

**Salary Range:** £28,708 - £32,229 dependent upon qualifications and experience, rising to £33,403 - £36,923 when the Director Designate becomes the Director.

In addition, housing is provided.

**Hours of work:** Full time35 hours

Flexible working is required, including evenings and weekends and some overnight on-call cover.

**Normal place of work:** Foxhill House

**Overall Purpose of the Post**

To work alongside the current Director to have overall responsibility for the development and delivery of the vision and strategy to grow the work of Foxhill as a Christian retreat and conference centre and furthering the mission of the Diocese.

To enable Foxhill to continue its journey to become a prayer hub in the Diocese of Chester, overseeing a dispersed community of prayer.

To work with the current Director to have responsibility for the efficient running of Foxhill, which includes both the management of all paid employees and volunteers and the willingness to undertake duties as part of the team when needed.

**Principal Duties and responsibilities include:**

The role of the Director Designate is to work with the current Director to provide the vision, strategic direction, business development and leadership for the operations, staff and visitors of Foxhill, making recommendations and developing both the strategic business plan and the spiritual development of the Centre, in conjunction with the Foxhill Advisory and Working Groups:

**Main Duties:**

1. To provide strong and inspirational leadership and management of staff, to ensure that the highest standards are achieved, ensuring that an excellent service is delivered to all guests and visitors.
2. To develop and implement a strategic business plan, in partnership with Foxhill Advisory and Working Groups, to grow a vibrant, financially sustainable resource for the Diocese of Chester and beyond, evaluating the usage and activities of Foxhill and striving for continuous improvement.
3. To focus the work of the Foxhill as a Centre for Prayer and Discipleship, working alongside the Directors of Ministry and Outreach, amongst others, in creating a strong programme of retreats, quiet days and training for whole-life discipleship.
4. To deepen a rhythm of daily prayer and regular eucharistic worship within Foxhill, both for the staff and guests, and arrange the provision of spiritual direction or sacramental confession where requested.
5. To be an Ambassador for Foxhill, working with others in the Diocese to promote and develop links with deaneries and parishes and to ensure Foxhill is accessible and widely used.
6. To work with the other staff to ensure that the accommodation, grounds, buildings and catering are all maintained to a consistently high standard, so that all guests are well cared for and have a positive experience of their visit.
7. With the Directors of Ministry and Outreach and the cathedral, to support the development of a dispersed community of prayer across the diocese, and praying for Foxhill and the diocese.
8. To be available to conduct appropriate retreats in accordance with the vision and mission of Foxhill and to lead worship for guests as required and where practical.
9. To deliver exceptional hospitality to guests and visitors and to be ‘on call’ for emergencies or special requests (including overnight) and being ‘on-site’ when on duty for guests are in residence.

**Operational Activities**:

1. To promote the ministry of Foxhill through the website, social media, advertising in retreat and printed publicity in order to develop and increase the use of Foxhill.
2. To work effectively with the Foxhill Advisory and Working Groups, building strong and effective relationships with other key stakeholders, developing and maintaining effective links within the Diocese of Chester and its senior staff.
3. To meet regularly with the Directors of Ministry and Outreach.
4. To attend Church House Management meetings when requested.
5. To lead regular meetings with the whole staff of Foxhill.
6. To support the day to day operations of Foxhill during peak periods and to cover for staff shortages due to holidays etc.
7. To develop the use of the grounds and Arboretum.
8. To ensure all relevant Health and Safety legislation is complied with and assess all foreseeable risks and mitigate risk and effect.
9. To ensure the buildings, fixtures, equipment and fitting are kept in good working order.
10. To ensure that the appropriate insurance cover is in place as required in liaison with the Diocesan Secretary and Head of Finance.
11. To liaise with the Head of Finance at Church House with regard to the appropriate provision and maintenance of IT equipment.
12. To act as the Designated Premises Supervisor in order to comply with the Licensing Act.
13. To carry out any other duties that might reasonably be required.

**Management of staff:**

1. Care of all staff, including provision of necessary training and arrangement of rosters within individual constraints. Arrangements for temporary extra or cover staff as necessary for the smooth running of the work, and willingness to cover other roles when needed in emergency.
2. To manage staff in accordance with the policies and procedures of the Diocese of Chester, including conducting appraisals and recruitment of staff in conjunction with the Director of Human Resources, whilst maintaining good working relations amongst the Foxhill staff.
3. To create, implement and develop effective team communication mechanisms to ensure that all staff are kept up to date with priorities and developments in a professional environment, as well as organizing and leading staff meetings.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

There is an Occupational Requirement that the post holder is a practising Christian, in accordance with the Equality Act, 2010.

Date: December 2021

Note – this job description does not form part of your Contract of Employment.