

Lendrick Lodge Centre Manager

Job Title:

Centre Manager

Hours:

32-40 hours per week (to be arranged)

Full time position:

Pending trial period

Salary:

To be arranged

Working days:

To be arranged and will often include weekends, these days may vary occasionally, including evenings.

1. MAIN PURPOSE OF JOB:

The Centre Manager will wear a few different hats!

You will liaise with staff and volunteers to ensure teachers and guests are experiencing a transformative course at Lendrick Lodge. Holding a loving, supportive energy for everyone.

This will involve helping with the smooth synthesizing of the different strands of the mission/business.

2. CORE RESPONSIBILITIES, TASKS & DUTIES

- Manage needs of teachers and groups and problem solving
- Keeping our team and volunteers focused on the main purpose above
- Actively organise and schedule new volunteers
- Ensuring the centre is welcoming and inviting for every group and guest
- Plan rotas and use time management for future planning
- Good office/time management
- Engage in office admin with skills in excel, word and database
- Taking course bookings, by phone and by email
- Outstanding/confident communications skills
- Centre and office planning and organisation
- Helping team in the kitchen if required
- Helping team clean centre if required
- Actively support and inspire volunteers and guests
- Being an inspirational and motivational presence

- Work closely with colleagues and volunteers to ensure manifestation of Lendrick's vision
- A desire to support people to transform

Lendrick Lodge's Vision

We empower people to heal, be happy and love life.

Please answer the following questions concisely with relevant dates and length of time if appropriate, using the letters:

- A. Detail experience/qualifications you have that will be helpful for this role?
- B. Have you volunteered in an organisation that is care orientated? For instance, Lendrick Lodge or working in a soup kitchen?
- C. What about you will inspire people to come volunteer at Lendrick Lodge?
- D. Where are your strengths in communication, both written and verbal? Tell us about an important time where your skilful communication has solved a problem and created a positive result.
- E. Can you hold boundaries with a loving strength, please give an example?
- F. How would you describe your typing capacities, grammar and general office skills?
- G. Which type of social media do you actively enjoy/engage with?
- H. Where have you excelled through the direct result of your happy, positive attitude?
- I. How would you describe your vitality and energy levels?
- J. How would people you have worked with, describe you?
- K. What's your personal vision for the next 5 years?
- L. Please share with us any spiritual practices you have and how regularly you engage in them?
- M. Please tell us about courses you have attended at Lendrick Lodge or in other retreat centres, including dates and length of attendance?
- N. Please write a paragraph about yourself.
- O. Why do you believe you are the best person for this job and why do you want to support the mission of Lendrick Lodge?
- P. Are you an inspirational person? Do you have 'a way of being' that helps people have a good working experience with you?
- Q. How do you hope to grow and develop as a result of being at Lendrick Lodge?

R. Please include any references you have, with contact details.

Please send your application to:

info@lendricklodge.com with the heading Centre Manager - YOUR NAME