



JB Pelly Trust, trading as the Spanda Trust

Harbour House, The Promenade, Kingsbridge, Devon, TQ7 1JD.

Registered charity number 1178282 | [info@spandatrust.org.uk](mailto:info@spandatrust.org.uk)

## Part Time Retreat Centre Manager – Bala Brook South Brent £45,760 pro rata

Deadline 1<sup>st</sup> November 2020  
Interview 14<sup>th</sup> November 2020

We are looking for a part-time manager who will be responsible for the day-to-day running of the retreat centre. They will implement and manage a wide range of mid-week residential courses and contribute to the strategic planning for the retreat centre (particularly the use of the land).

They must have personal skills when communicating face to face and via emails. The ability to work independently as part of a team. They should have experience organising community based adult education courses and be confident in using computer management systems and social media.

We expect the manager to demonstrate an understanding of retreat centres and charity law/guidance. They will report regularly to the Board of Trustees.

The manager will work 12 hours per week.

To apply please send a CV and covering letter [charleskemp@spandatrust.org.uk](mailto:charleskemp@spandatrust.org.uk)

## Job Description

### Part-time Manager of the Retreat Centre at Bala Brook

The manager will

- oversee the day-to-day running of the retreat centre. This includes bookings, hosting retreats, housekeeping and cleaning, the kitchen, maintenance, gardening, care of the land, the website and social media, health and safety, and risk assessment.
- line manage the staff engaged in these activities on behalf of the Trust.
- implement and manage the programme of mid-week residential courses run by the Trust.
- contribute to strategic planning for the retreat centre and particularly use of the land.
- liaise with local residents and the Honorary Life President.

He or she will

- be line managed by a trustee.
- report to the Board on a regular basis.

We are looking for the following skills/experience

- personal skills in relating to people face to face and via emails and social media.
- confidence in using management systems, computers and social media.
- the ability to work independently as part of an overall team.
- experience of running a similar kind of project/enterprise.

We expect the manager to demonstrate an understanding of

- retreat centres.
- Charity Law and Guidance.
- the purpose and ethos of the Spanda Trust.