



Coach House Manager

Contract: Full time permanent, 37.5 hrs per week, annual salary £32,500

About the role

We are looking for a well-organised, calm and flexible person to join our team. We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

The Trust is investing £1.6 million converting the stable yard behind Sharpham House in to a new retreat centre opening in spring next year. This role oversees the operation of the new centre which will offer weekly retreats together with some external hires. The centre will have an ecological focus with retreatants spending some time each day connecting to nature by doing mindful work in our gardens or on the wider estate. Most weeks will follow the model we have successfully developed at The Barn Retreat with Volunteer Coordinators living on site for up to a year and facilitating the retreats under the guidance of the Manager with some additional input from external leaders. The Coach House will also host some external groups running their own programmes.

The successful candidate will be responsible for ensuring that participants have a safe and rewarding experience during their retreat and for supporting the Volunteer Coordinators so that retreats run smoothly. As such the Manager will not be leading the retreats but rather he or she will set the framework for the retreats and interact with retreatants when needed. The Manager will be supported by various members of the Trust Staff team who are responsible for: programming, finance, marketing, bookings, health and safety, property management, gardening and catering. The overall Trust is governed by a board of volunteer Trustees who set the overall direction and strategy. The Volunteer Coordinators will also be supported by a cook and gardeners who will help oversee the daily retreatant activities.

You will benefit from being part of the community at The Trust, an organisation which has seen significant growth in recent years and is looking to be more outward facing in the pursuit of its charitable objectives. There can be no better environment to work in than the one offered at Sharpham.

About you

This is a role for someone who is well organised with excellent communication skills and the ability to work on their own initiative, as part of a small team. You will have a passion for connecting people to the natural world and be able to manage multiple priorities and always achieve high standards. You will need significant experience of mindfulness meditation and a personal mindfulness practice. Flexibility and a sense of humour will be vital.

Apply

To apply, please complete our application form attached and return to admin@sharphamtrust.org

Closing Date: 2nd November

Interviews: November

Job Desc – Coach House Manager

Coach House Manager - JOB DESCRIPTION

Job Title	Coach House Retreat Manager
Salary	£32,500 p.a
Working Hours	37.5 hrs per week, Monday to Friday 9am – 5pm
Report to	Trust Director
Supervision of	Volunteer Coordinators Cook
Main Purpose of the Role To manage the Coach House Retreat Centre in such a way as to ensure that retreatants and Volunteer Coordinators have a rewarding experience in a safe and nurturing environment.	
Key Objectives <ul style="list-style-type: none">• Responsibility for holding the integrity and ethos of the Retreat centre• To ensure that retreatants benefit from high quality and rewarding experiences• To ensure volunteer coordinators have fruitful and fulfilling placements• Financial sustainability of the Coach House• Contribute to the overall leadership of the Trust through the Management Team	
Key Responsibilities	

1. To carry out the planning and implementation of the retreat programme at the Coach House

- Overseeing the weekly retreats facilitated by Volunteer Coordinators
- Coordinating annual programme of in-house retreats and any external hires by groups
- Continuity of day-to-day management of the Coach House, continually reviewing practice, seeking and implementing improvements to any aspect of the retreat experience
- The selection and booking of occasional external teachers or leaders

2. Manage and support staff and volunteer coordinators

- Recruitment of Volunteer Coordinators and planning their succession
- Manage and supervise the Volunteer Coordinators, ensuring their placements are both fruitful and fulfilling
- Provide out-of-hours telephone contact and support for Volunteer Coordinators
- Manage Coach House Cook to ensure effective and quality catering
- Should a Volunteer Coordinator be unavailable for any reason, it is the Manager's responsibility to find alternative cover as well as to recruit a replacement if necessary or in an emergency, to cover personally until a suitable alternative is found. The Trust will support and assist in recruitment in the case of an emergency
- Recruit and oversee and freelance leaders associated with the programme

3. Support retreatants

- Check retreatant mental health questionnaires prior to retreats
- Manage any difficulties with and amongst retreatants, including issues of mental well-being and dynamics of the retreats
- Overall charge of the retreatants, ensuring the Volunteer Coordinators are seen as facilitators rather than managers

4. Work to a budget

- Financial record keeping and monitoring targets and costs
- Liaison with the Trust finance department

5. Communications with Trust staff

- Work with the Programme Administrator to ensure bookings are dealt with smoothly and any issues are responded to
- Work with the Trust Marketing Officer to ensure the effective marketing of The Coach House
- Work with the Head Gardener to ensure retreatants time working in the gardens are rewarding and productive
- Attending Trust meetings including: management team, staff meetings and Programme Group
- Monitor progress and report to the Trust Director and the Programme Group
- Liaise with Trust staff over service contracts and maintenance requirements

6. Health and Safety

- Liaise with Trust Administrator to ensure appropriate Risk Assessments are in place and health and safety procedures are followed
- Safeguard the users of the Trust's facilities taking account of the needs of vulnerable adults
- Oversee safe working practices for staff and volunteers Ensure equipment is properly maintained

7. Other

- Be one of the trained staff first aiders
- Work flexibly and support other areas within the Trust as required

Person Specification		
	Essential	Desirable
QUALIFICATIONS		<ul style="list-style-type: none">• Mindfulness• Mental Health• Educated to degree level or equivalent• Driving licence

EXPERIENCE	<ul style="list-style-type: none"> • Leading guided mindfulness meditation • Appropriate level management experience, 	<input type="checkbox"/> Attended Sharpham Retreats
	<p>preferably in a residential setting</p> <ul style="list-style-type: none"> • Supervision of staff and volunteers • Attended meditation retreats • Health & Safety management experience 	
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • At least two years regular personal meditation practice • Mental health awareness • Ability to lead and supervise people and work as a team • High level of communication and interpersonal skills • Management and administration skills • Budget and resource management • Basic IT skills 	<ul style="list-style-type: none"> • Disability awareness • Ecology • Conservation
OTHER	<ul style="list-style-type: none"> • Interest in the natural world • Able to use own initiative, prioritise and multitask • A friendly, helpful and professional manner • Ability to work under own initiative and as part of a small team • Flexible approach to work and hours of working • Ability to remain discrete and retain confidentiality 	
Hours/Shift Pattern:		
<p>37.5 hours Monday to Friday – a degree of flexibility is required to allow for occasional out of hours and weekend working. The Trust operates a Time off in Lieu system in relation to this.</p>		

Leave:

Entitlement to annual leave for a full time employee for a full leave year is 6.6 weeks, equivalent to 33 days, inclusive of any public bank holidays or any other nominated days.

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.