

Candidate Information for the Post of Chief Executive

AUTUMN 2023



Επιρρήνυ House



A Welcome from the Chair of Trustees

Thank you for exploring this exciting opportunity to become the Chief Executive for the Epiphany Trust (Truro) Ltd, to lead, develop and realise the work of Epiphany House and its small family of staff in the next stage of its evolution.

Epiphany House has been described in our Guest book as "wonderful! The staff went well above and beyond to ensure we were comfortable and well taken care of...." and "I wouldn't consider staying anywhere else, or recommending anywhere else, in this remarkable corner of the UK." The House has played a significant part in the life and spiritual growth of its visitors (including myself!), whether in silent residential retreats such as the Ignatian Exercises; attending Quiet Days; benefiting from clergy training days; or simply enjoying a cream tea in the gardens. Cornwall's local authorities and other organisations who take advantage of its secluded but accessible conference facilities also value the hospitality and environment that Epiphany House offers.

In common with many charities, the disruption of the Covid Pandemic imposed upon us a need to be responsive to the complex changes in society – in particular, patterns of worship, expressions of spirituality and Cornwall's challenging social and economic climate. Yet whilst this continues to be a time of change for our small staff team, the Trustees, and the House itself (which requires a considerable financial investment to upgrade and maintain it) together we are committed to embracing a new phase of growth and even, perhaps, metamorphosis. Therefore, we would be delighted to welcome an exceptional Chief Executive to lead us on this journey.



The external landscape tells us there is no better time to provide a place of retreat and reflection, to offer hospitality to guests to enable their refreshment, renewal and re-connection with faith, work and the whole of life, and this is indeed our vision. Epiphany House is an incredible asset which the right Chief Executive working with the staff and Board of Trustees, can further develop not only as a resource for Cornwall but for those over the Tamar too!

Please may I encourage you to apply for this new post, should you meet the criteria outlined in the person specification; I would be delighted to hear from you. Meanwhile, if you have any questions about the role, please do not hesitate to contact me. My email address is: chair@epiphanyhouse.co.uk

Debbie Mitchell
Chair
Board of Trustees of the Epiphany Trust (Truro) Ltd

Our Mission Statement

To provide a place of peace, prayer and worship where people can explore Christian spirituality to further their own spiritual journey and deepen their relationship with God.

To provide creative opportunities, resources and venue to support those in need and the agencies and other charities who help them.

To provide a venue and opportunities for community and Christian groups for learning, development, rehearsal, lectures and study.

Why are we recruiting?

Having emerged from the COVID-19 pandemic with strong financial reserves, even after a substantial building programme, the Trustees recognise that – like many similar Retreat and Conference Centres – Epiphany House is now operating in a substantially different world, and is now looking to recruit a Chief Executive to develop its mission and secure its long-term future by developing new income streams from a range of innovative programmes and offers. The post of Chief Executive is therefore an ideal opportunity for an appropriately experienced and visionary person to build on the successes of the past, but devise new ways to help secure the mission and ministry of Epiphany House for the future.

Income and Expenditure

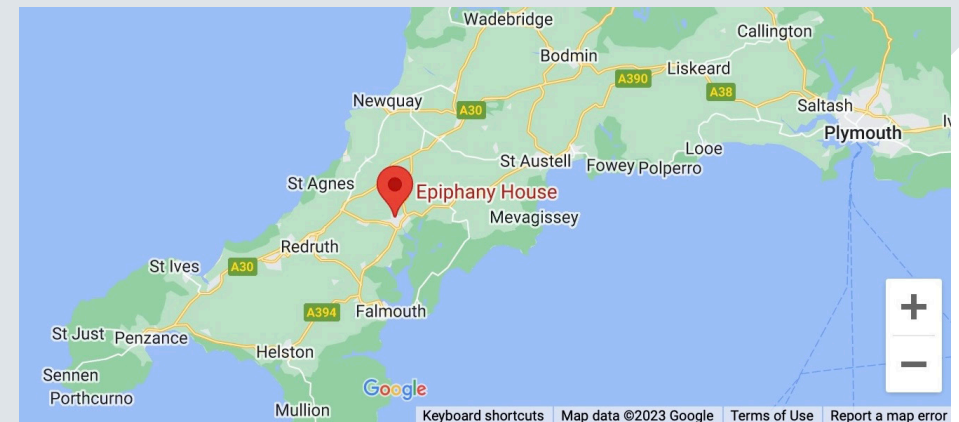
Total charitable income for 2022 was £139K (2021 £147K including £50K government COVID support). After legacies (£98K) and loss on investments (£65k) an overall surplus of £23K was achieved. However, in line with many similar organisations in this sector, income trends are downwards. The balance sheet is strong with total net assets of £3.4M, including an investment portfolio of £653K.

Who we are

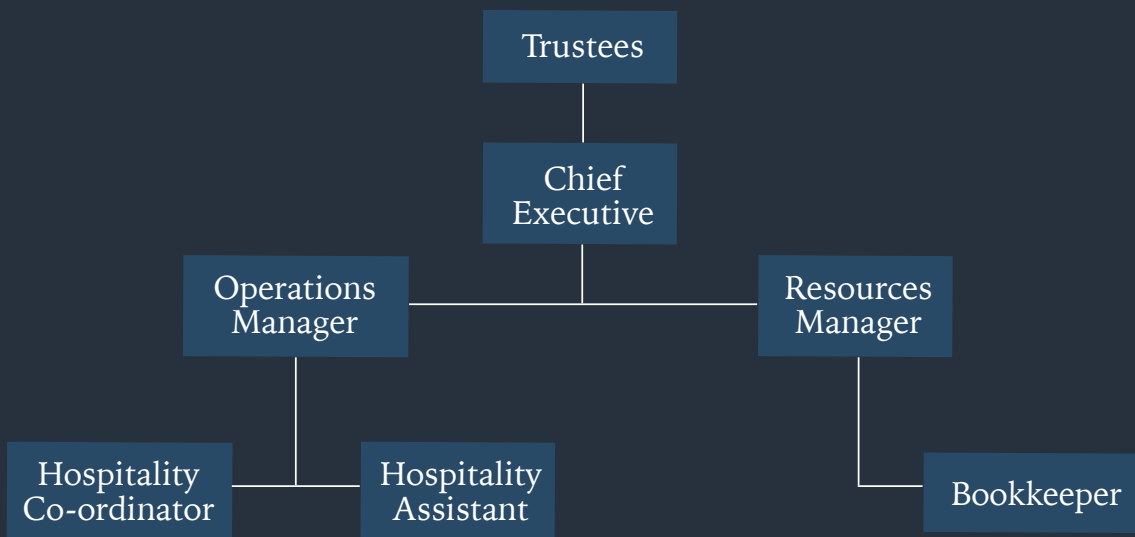
Epiphany House, formerly a vicarage, a Bishop's Palace, a boys' school and the convent of the Anglican Community of the Epiphany, is a beautiful historic (Grade II Listed) house set within spacious gardens and situated on the outskirts of Truro. Since 2002 it has been run by a Charitable Trust as an ecumenical Retreat and Conference Centre and offers a variety of rooms for conferences, celebrations, meetings, training and rehearsals, as well as overnight accommodation for up to 20 guests, 12 of whom can be accommodated in purpose-built en suite bedrooms in an extension which opened in June 2022.

Where we are

Epiphany House, Truro, Cornwall TR1 3DR is located approximately 20 minutes' walk from Truro City Centre, which is well-served by public transport via national rail and coach services. Truro Railway Station is on a direct line to London Paddington, with a journey time of just under five hours, and Epiphany House is a 20 minute walk from the station. Approached by road, Epiphany House is 13 miles from the A30, with the nearest airport being Newquay, which is 20 miles away.



Organisational Chart



The Role

Job Purpose

To articulate and implement a vision for the growth and long-term development of Epiphany House in keeping with its spiritual life.

To provide effective leadership on behalf of the Epiphany House Board of Trustees, developing both the strategic direction and business planning of the organisation, making recommendations to the Board and adapting as necessary to changing external circumstances and new opportunities.

Key Relationships

- Board of Trustees
- House and Operations Manager
- Resources Manager
- External Partners and Stakeholders
- Guests
- Staff/Volunteers

Principal Duties and Responsibilities

Leadership and Staff Management

- To provide strong and inspirational leadership for staff and volunteers to ensure that the agreed vision is articulated and implemented, and the highest standards of service are delivered to all guests and visitors.
- To develop the spiritual and community life of Epiphany House.
- To lead the development of a high quality and changing programme of retreats, quiet days, training and other events in line with the aims of the Trust.
- To lead and develop the staff team, and in particular to:
 - ensure that best practice HR policies and practices are in place, kept up to date, meet legal requirements and are observed;
 - take responsibility for ensuring the oversight, implementation and management of safeguarding policies and procedures, keeping up to date with best practice and learning;
 - line manage the House and Operations Manager and Resources Manager and ensure the appropriate line management of all other staff;
 - undertake recruitment of staff and regular appraisals of appropriate team members, supporting and organising staff training and development where necessary;
 - uphold the spiritual and ecumenical life of Epiphany House.



Business Planning and Strategic Development

e) To articulate and implement a strategic business plan for the Board of Trustees, aiming to ensure a vibrant, spiritual and financially sustainable resource for the local and wider community.

Partnership Building and Stakeholder Management

- To represent and promote Epiphany House externally and maintain/build strategic alliances and relationships with partners and stakeholders.
- To attend Board meetings and work cooperatively with staff and trustees on other issues as required.

General Management and Governance

- To ensure that the premises, grounds, buildings and facilities are well managed and maintained.
- To ensure that recommendations from Quinquennial Inspections are properly costed, programmed and implemented.
- To ensure that the hospitality function is managed to a consistently high standard so that all guests are well cared for and have a positive experience during their visit.
- In conjunction with the Trustees, to ensure good governance so that the Trust complies with legal and best practice requirements for financial and other reporting.

Other

l) This job description is not intended to be exhaustive and the postholder will be expected to undertake any other reasonable and appropriate duties relevant to the post. The job description will be subject to annual review as part of an appraisal process.

Person Specification

Attributes	Essential	Desirable	Assessed By: Application or Presentation or Reference or Interview
Christian Commitment	<ul style="list-style-type: none"> • A demonstrable Christian commitment • Experience of, and willingness to, work with various Christian traditions 		<ul style="list-style-type: none"> • A/R • A/R
Qualifications & Training	<ul style="list-style-type: none"> • Professional qualification and/or substantial experience in leadership/management 	<ul style="list-style-type: none"> • Hospitality sector leadership experience/qualification 	<ul style="list-style-type: none"> • A/R/I
Experience & skills	<ul style="list-style-type: none"> • Track record of providing strong and inspirational leadership • Experience of successful development and delivery of a strategic plan • Experience in marketing and event promotion/management • Experience of working flexibly and collaboratively with colleagues and dealing with conflict • Extensive experience of finance and resource planning and management • Strong verbal and written communication skills • Marketing experience and a working knowledge of IT and social media platforms • Clear understanding of the expectations and needs of a Christian Retreat House • Proven ability to develop & sustain effective working relationships with internal & external stakeholders 	<ul style="list-style-type: none"> • Experience of organising hospitality events • Experience of working as a senior leader in the hospitality sector • Experience of working in the Christian/charitable sectors • Experience of developing project proposal to meet the criteria of public funding bodies 	<ul style="list-style-type: none"> • A/R • A/P/R/I • A/P/R/I • A/R/I • A/P/R/I • A/P/I • A/P/I • P • R
Personal Qualities	<ul style="list-style-type: none"> • The sensitivity to relate well and work with people of all faiths and none. • Able to demonstrate emotional intelligence, resilience and flexibility • A person of integrity, who demonstrates good judgement, commitment and reliability • Approachable and a good listener. Able to maintain the highest standards of confidentiality • Self-awareness, with an ability to work under pressure and manage own stress levels 	<ul style="list-style-type: none"> • Awareness of a range of Christian spiritualities 	<ul style="list-style-type: none"> • A/R/I • P/R/I • R • R • R



Terms of Appointment

Salary

The role attracts a salary of circa £55k, depending on skills, experience and accommodation requirements. The total salary package assumes that the postholder will be non-resident so an appropriate deduction will be made if the postholder wishes accommodation to be provided.

Place of Work

Epiphany House, Truro, Cornwall TR1 3DR.

Our expectation is that the Chief Executive will work 37-40 hours per week, typically Monday to Friday but with some out-of-hours required. Some flexible working may also be considered.

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

An Enhanced DBS Disclosure will be required for the postholder.

Holiday Entitlement

28 days, including statutory Bank Holidays.

Probationary Period

Six months.

Pension

The Trust offers a limited Stakeholder Pension scheme, whereby it will match voluntary employee contributions up to a maximum of 5% of gross salary. A contracting out certificate pursuant to the Pension Schemes Act 1993 is not in force.

How to Apply for the Post

If you believe you would be a good fit for this role, please send a full CV, and a covering letter of no more than two sides of A4 that addresses how you meet the criteria outlined in the person specification for the post, to chair@epiphanyhouse.co.uk

Please also give the contact details of two referees (preferably one from your current/most recent employer, and one personal) who could be approached (with your consent) for a written reference later in the process.

Closing date for applications: 9th October 2023

Interviews dates: Thursday 26th October and Friday 27th October.



Ειρήνανη House