**The Othona Community, Bradwell in Sea,**

**Residential Community Team Member Role Description.**

**Othona Introduction**

Othona is a Christian Community. It is a place where everyone can explore, discover and share in the things that we have in common, rather than the things that separate us. It is a place that celebrates and enables our common unity together, our common unity of faith, interests, experiences, hopes and more.

Othona is an open and inclusive Christian Community, established in 1946. [www.othonaessex.org.uk](http://www.othonaessex.org.uk) We welcome people of all ages, abilities, backgrounds and beliefs to our centre on the quiet coast of Essex. Through sharing in a daily rhythm of work, worship, study and play, we seek to learn how to live together and learn from each other. In community we explore the relationship between faith and life and encourage one another in caring for the world and its people. It is a place of welcome and acceptance for whoever you are. Othona at Bradwell-on-Sea consists of accommodation for 60 guests in bedrooms and yurts, as well as capacity for people to camp. Our dining facilities can cater for up to 150 people. The average size of most groups is between 40 – 50 people.

**Role Summary – Residential Team Member**

**Reporting to – The Wardens**

The role of Residential Team Member at Othona Bradwell is central to the delivery of our mission. The role is crucial to enabling people to feel at home and to become part of our community whilst they stay here. You’ll need an interest in, and experience of hospitality, serving others, household management, maintenance, health & safety, safeguarding. But just as important, you need the personal qualities to be well organised, flexible, and adaptable, to cope calmly in changing circumstances and to work cheerfully as part of our team.

**Role Details and Duties**

* As part of the residential team, you will undertake a variety of tasks on a regular basis to ensure the safe running of the centre, programmes, catering, community, mission and ministry. These will include:

- Providing a warm and welcoming environment for everyone attending our programmes, activities and community.

- Share time together with visitors and guests to listen, support and encourage them to participate in community to the best of their ability.

- Office and I.T. administration for bookings, invoicing, payments.

- Reception & telephone call answering and responding.

- Cooking and kitchen support, including preparation, cleaning and washing up.

- Cleaning toilets and rooms and turning them around for new guests’ arrival.

- Leading and supporting chapel services and reflections to be inclusive and accessible for all.

- Responding in an efficient and polite way to the needs and issues which arise on a regular basis for guests and visitors.

* Building and developing a sense of community with team colleagues, volunteers and guests.
* Working closely with the residential team, volunteers and guests to lead and deliver the daily duties.
* Following the Othona values and implementing them through our behaviours to demonstrate that we follow Jesus and his lifestyle of love and servanthood.
* On occasion you may be asked to deputise for the warden and other colleagues in their absence.
* Living together as the residential community team. Sharing the principles of Christian community even when there are no guests or visitors.
* Othona is a 'home from home' community for many of its visitors, with a welcoming and relaxing atmosphere that combines relative simplicity with safety and comfort.

**Role Person Specification**

Serving – Willing to serve others to ensure an enjoyable, safe and comfortable experience for all our guests throughout their stay and enable everyone to contribute to being community at Othona to the best of their ability. Servant hearted is a key characteristic in Christian community life.

Hospitality – Committed to delivering a hospitable approach in all we do at Othona. This will require being welcoming, approachable, flexible, patient, adaptable, problem solving, reacting to various situations delicately and compassionately whilst always seeking to ensure we become community together.

Committing – Able to demonstrate a practical commitment to **Work, worship, study** and**play** which are the four 'strands' from which the daily life of Othona is woven. They are intertwined concepts: no one strand is more important than, or can be separated from, the others. When we approach work, worship, study and play with practical energy and loving awareness, we all contribute to becoming community together.

Relating – Provide a clear understanding of the importance of relationships to enable community to develop. By relating with one another, whoever we are and wherever we come from we are continually offered joy, challenge and blessing. To be aware of equality, equity and diversity. To cultivate an understanding of the many factors that make us all different. Some may be relatively obvious: gender, age, race, religion, physical and mental ability, nationality, social background, sexual orientation. Others are less evident but equally influential and should be respected.

Affirming – Committed to providing a positive and encouraging approach to working together and serving our guests. Able to affirm our Othona ethos, way of life and community development. We choose to move away from the seductive norms of our day: excessive individualism, addictive consumerism, a limitless hunger for new stimuli, the obsession with problems and short-term fixes, cynicism and apathy. We embrace positive alternatives: affirmation, interdependence, simplicity, the contemplative way, stamina and sustainability, hope and commitment.

**What we offer in return**

* A deeply satisfying lifestyle in a beautiful remote coastal location
* Modest accommodation with all meals included
* Council tax, wifi and all utilities are included
* An allowance of £8997.08 per year, plus full board and lodging.
* Flexible hours with 2 days off per week; 25 days annual leave plus bank holidays
* A successful appointment will be conditional on the receipt of two satisfactory references and a DBS background check at the appropriate level.