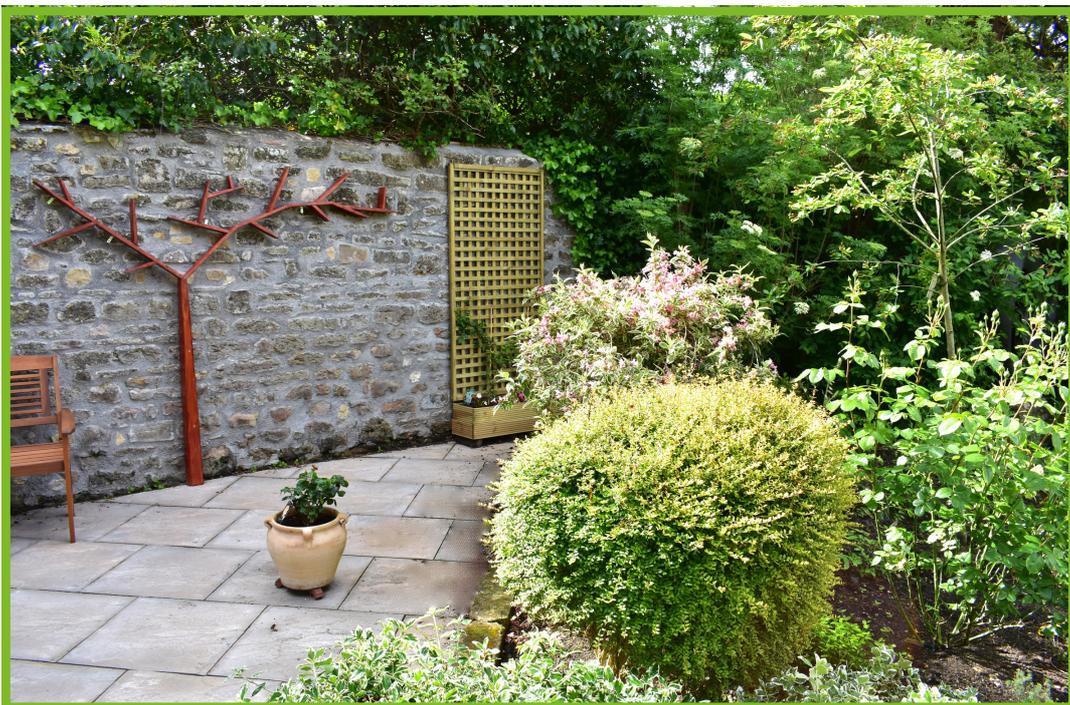


The Ammerdown Centre

LEAD MANAGER BRIEF

Spring 2025



The Ammerdown Centre
Ammerdown Park
BA3 5SW



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What our guests have to say about Ammerdown...

'First time at Ammerdown, definitely not my last! Knew from the website how beautiful it was, but been overwhelmed by the kindness and friendliness of everyone here.'

'This has been the most positive residential experience of my life. I've been very impressed to see your ethos shine through the catering. As a vegan I am used to being left out. I brought lots of food with me but didn't need to eat it - a first! Thank you for your thought and care. And the grounds are beautiful. I've had such a wonderful time.'

'Very enjoyable stay, lovely gardens and country. The staff are excellent and very friendly.'

'Very comfortable and well-appointed facilities. Excellent food.'

'Excellent venue for our reunion. The staff were exceptionally helpful.'

'Ammerdown is a lovely venue. The staff were amazing! So kind and welcoming, nothing was too much trouble.'

'Peace seeps through the place.'

- Feedback from 2024



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Letter from the Chair

Thank you for your interest in the position of Lead Manager at The Ammerdown Centre.

Fifty years ago, Ammerdown was founded by Lord Hylton and members of the local community as a place of Hospitality, Peace and Reconciliation. The Centre is a Christian Foundation, which has charity status offering a programme of spiritual, wellbeing, interfaith and creative courses, as well as offering hospitality to external groups. It offers well-equipped conference rooms, en-suite accommodation and excellent on-site catering. The Centre is located in beautiful, peaceful surroundings where many find solace, as well as the opportunity to meet people of difference. Others have been invigorated and challenged through their visits to Ammerdown, where seeds of hope have been planted.

Over the last few years, Ammerdown, like many organisations in the hospitality sector, has been challenged by COVID-19 and the cost of living crisis. These challenges may be with us for sometime. However they are not insurmountable with innovation and creativity. We welcome discussions with people who wish to engage with us as we discern how the original vision might live in contemporary society.



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Ammerdown has much to offer locally, nationally and internationally, to individuals and to groups. Over the years, it has been a beacon of hope for many.

We are now advertising for a Lead Manager for Ammerdown with leadership skills and a passion for the vision and mission of Ammerdown. We envisage the Lead Manager will lead a new management team including the Centre Manager and the Compliance Manager.

They will work as a team, fulfilling their roles with creativity and flexibility in terms of hours and work in order to create a superb working environment for the staff and a centre of excellence at Ammerdown, to which all are welcome.

We are very happy for you to visit the Centre to see the property and meet the staff. Contact admin@ammerdown.org to arrange this. If you would like to have a informal conversation, please email me at stuartjohnburgesso@gmail.com

Stuart J. Burgess

*Chair of the Trustees
Ammerdown Centre*



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Our Leadership

Hon Life President

The Lord Hylton

Hon Vice President

Sister Margaret Shepherd

Hon Vice President

The Revd Canon Melvyn Matthews

Chair of the Trustees

Stuart Burgess is an ordained Methodist Minister with long association to Ammerdown. Former Chair of the Commission of Rural Communities and Rural Advocate to the Prime Minister. Former Chair of two housing associations and a London hotel. Currently working in the charity sector.

The Trustees

John Jolliffe is a practising barrister and works part time as a Judge. he has a particular interest in public inquiries and inquest, human rights and legality of government action. Having grown up at Ammerdown, he has an enduring family connection with Ammerdown.



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Sue Glanville has a background in education, business and church leadership. She now works as a spiritual director and life coach, seeing people one-to-one and also offering courses and retreats. Sue also runs occasional programmes at Ammerdown.

Gareth Powell is a Methodist Minister and Pro-Chancellor of Cardiff University. He has served as a local church minister, University Chaplain, and in leadership roles in the Methodist Church. Over many years he has worked in a number of national and international ecumenical settings and as a retreat leader.

Sue Ball has considerable experience of interfaith engagement, diversity education and action for social justice. For many years she has enjoyed the peace and hospitality of Ammerdown as a visitor and became a Trustee in Sept 2023. She's committed to creating safe environments where a diversity of people can learn & grow together and finding innovative ways for Ammerdown to thrive, in challenging times.

Diana Jolliffe has lived at Ammerdown House for 24 years where together with her late husband she has brought up her five children. Diana runs the house, garden and wider estate and supports the Centre.

Narinder Tegally is an ordained Anglican priest and is the Lead Chaplain of Royal United Hospitals in Bath. She is involved in Health and well-being and equality and Diversity issues. She serves as the Champion addressing racism and injustices within the Church. She is a Deputy Lieutenant of Somerset.



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The Management Team

Lead Manager -In the process of recruiting

The Lead Manager will lead the staff and operation of the Centre, building on its heritage and identifying the next steps on its journey.

Centre Manager- Tessa Owen

Tessa has worked at the Centre for over 20 years. She has overall responsibility for the day to day management and administration of the Centre and co-ordination of courses and bookings. Her role is to provide Ammerdown staff with the information necessary both for the smooth day to day running of the Centre and for effective forward planning.

Compliance Manager - This is newly created post, and we are in the process of recruiting

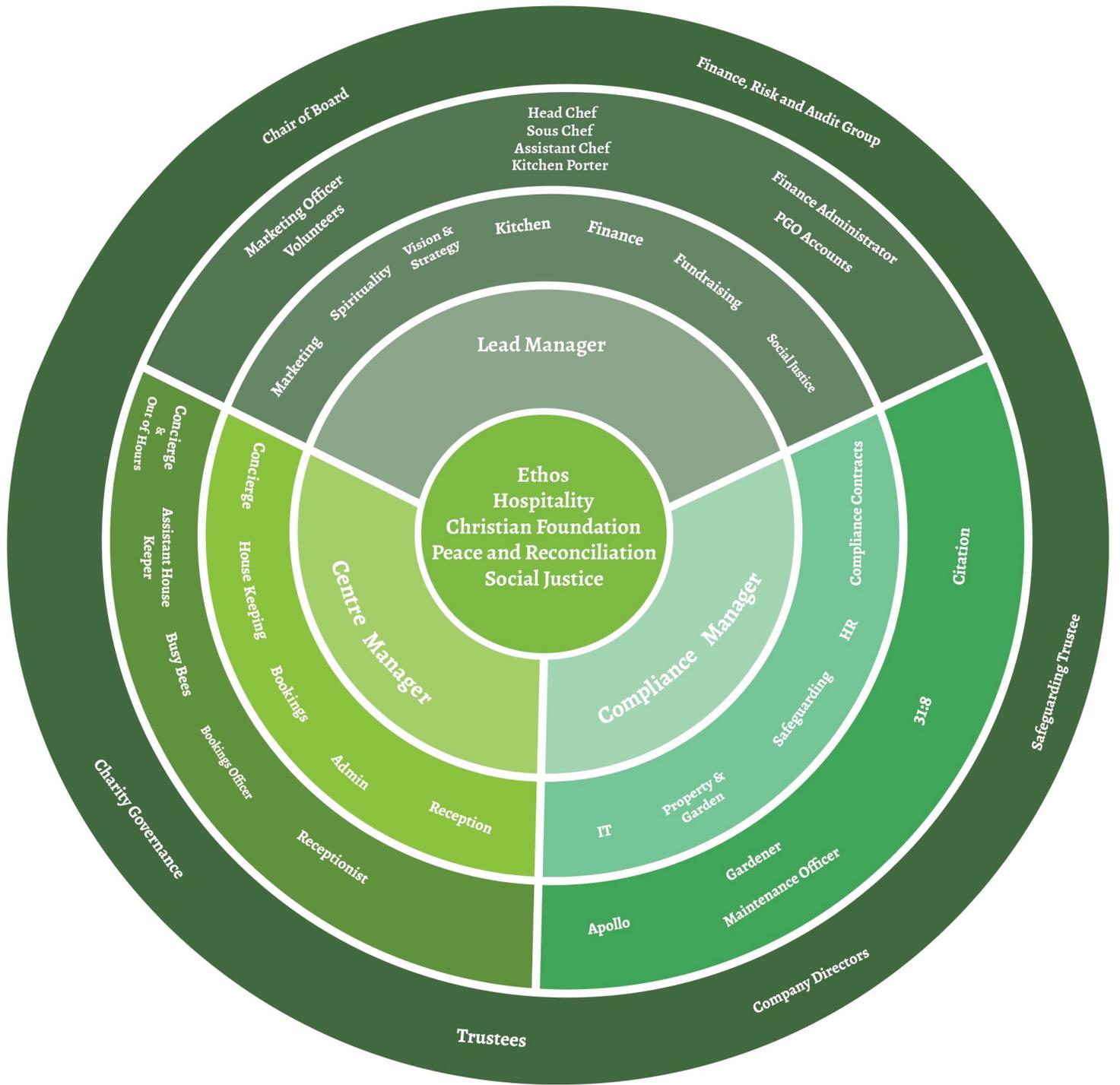
The Compliance Manager will manage all compliance issues, including Health and Safety, HR, and all contracts. They will be responsible for ensuring the property is kept in good condition by working with our Maintenance Officer, Gardener and external contractors.



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The Way We Work



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Introduction to The Ammerdown Centre

Vision

Ammerdown believes in a shared world; where diversity and different identities are cherished; where all can live free from the fear of violence and abuse, with dignity and respect; and where differences and conflicts are transformed peacefully.

Our **core values** are Hospitality, Peace and Reconciliation.

Mission

Ammerdown is a Christian foundation which seeks to promote peace, justice, reconciliation and hope. We provide opportunities for learning in a safe place of hospitality, where people of differing views and faiths can engage in dialogue and creativity and pursue their individual journeys of exploration, faith and prayer.

The Ammerdown Centre celebrated its fiftieth anniversary in 2023. It was set up in the early seventies by Lord Hylton (the present head of the Jolliffe family), John Todd (a publisher), Father Ralph Russell (a monk from Downside Abbey) and Reginald Trevett (a school master). In 1965, the second Vatican Council issued a strong call for the renewal of the faith of individuals and, through them, for the renewal of society.



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The vision was for an adult education centre that would translate the aspirations of Vatican II into practice. In particular, they wanted to help the ecumenical movement grow, promote dialogue between the Church and the wider world, and bring people from different backgrounds and faiths together so that they could learn from each other.

By offering courses through the Ammerdown programme and welcoming a variety of external groups to use the Ammerdown space, we seek to educate, bring people together, challenge thinking, and inspire transformation.

Ammerdown has local, national and international connections. These include the [Community of the Cross of Nails](#) and [Together For Hope](#) and, we have links with a Partner in Action with [A Rocha](#) and [City of Sanctuary](#).

We seek to make our vision live in the world of today.

Further information on our life and activities can be found on our website and on Company House and charity commission.

<https://www.ammerdown.org/>

<https://find-and-update.company-information.service.gov.uk/company/02685658>

<https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/1010244>



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Lead Manager Role Description

Purpose

To lead the staff and operation of the Ammerdown Centre, building on its heritage and identifying the next steps in its journey; to manage its operations and the staff team.

Role Description:

The Lead Manager will be responsible to the Trustees for:

- Maintaining and growing Ammerdown as a centre of refreshment, hospitality, peace and reconciliation where diversity and different identities are cherished. Engaging with guests in order to create a safe and positive environment.
- Working with the Trustees in developing the Ammerdown Centre, and community and in particular to refresh the strategy and business plan mindful of its spiritual heart as well as commercial potential.
- Further developing the Ammerdown Centre and community to provide opportunities for learning in a safe and inclusive environment where people of differing views and faiths can engage in dialogue and creativity.
- Creating opportunities to take forward the vision of the Ammerdown Centre and community through creating partnership and networking opportunities.
- Ensuring robust and effective management and performance of the organisation (staff, finance, committees etc.) Enabling a flexible and adaptive response to the changing business environment.
- Living and developing the ethos of the Ammerdown Centre and community both within the Centre and in external relationships.



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Main responsibilities

Spiritual and Leadership

- To produce an innovative Ammerdown programme of courses and events, offering opportunities for learning and refreshment.
- To progress the Ammerdown Social Justice and Care for Creation programmes, taking into account the needs of the local community and wider faith communities. Where appropriate, to lead such programmes.
- To be the on-site and public face of Ammerdown and actively promote it nationally and internationally.
- To develop our network of supporters by producing quartley newsletters, refreshing the 'Friends of Ammerdown' scheme, and developing other fundraising activities.
- To resource the spiritual life of the Ammerdown Centre and community by ensuring a pattern of worship which embraces the needs and contributions of those who work and visit there, and which is accessible physically and potentially online.
- In line with the Vision of the Ammerdown Centre and community and its Christian foundation, to develop Ammerdown further as a resource for churches and faith groups, and individuals of any faith or none, leveraging the location and reputation for hospitality.
- To maintain and build relationships with key stakeholders locally, regionally, and internationally. E.g. local faith leaders, Ammerdown House, local charities and more widely within the Community of the Cross of Nails and other retreat centres.



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Management

- To lead and inspire all who work or volunteer at Ammerdown to deliver high standards of hospitality and service to all visitors and guests.
- To provide appropriate working conditions for all engaged with Ammerdown and in particular to take responsibility for oversight, implementation and management of safeguarding policies and procedures, and in Health and Safety, which will be implemented by the Compliance Manager.
- To develop the organisation and its people in line with available financial resources, operational and learning needs and mindful of staff and volunteer wellbeing.
- To ensure the financial sustainability of the Ammerdown Centre and community, and in particular to optimise the balance between activities within Ammerdown's charitable objectives and supporting activities providing commercial income.
- To ensure that the Centre operates within relevant legal and governance frameworks.
- Report to the Trustees to respond constructively to challenges as they emerge.
- To oversee the bookshop.

Person Specification

A person with distinctive gifts of insight, creativity and leadership who will enable Ammerdown to continue to articulate its core values in ways that are financially and practically sustainable. A resilient individual, comfortable in both a rural setting and a busy working environment.

The Trustees are seeking a person who:

Spiritual Life

Whose spirituality is ecumenical and embraces the inclusive ethos of Ammerdown and the community.



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Leadership

- Has the ability to inspire, equip, relate, and lead a team of people in offering hospitality to all guests.
- Has excellent interpersonal skills, and is attuned to work constructively, ecumenically and with those of other faiths and no faith.
- Has the ability to identify and develop untapped potential.
- Has a proven track record of creating community.

Management

- Experience of managing and developing a team with mixed skills and experience, comprised of employed people and volunteers.
- Experience of management in a small to medium sized organisation.
- Experience in creating and implementing a business plan. Experience of managing financial planning and budgeting.

Professional

- Excellent presentational and IT skills.
- Experience of developing and delivering spiritual retreats, workshops, training, conferences and/or other events and activities that accord with the values of Ammerdown.
- Able to demonstrate a deep interest or experience in peace, justice and reconciliation in the contemporary world.

The successful candidate must be prepared to share in rostered overnight on-call responsibilities. Given the location of Ammerdown they will need access to a vehicle and a valid driving licence.



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HOW TO APPLY

Please send your CV and covering letter which addresses the job specification to stuartjohnburgesso@gmail.com by the **4th March 2025**.

All applicants will be asked to complete a diversity monitoring form upon receipt of application.

Applicants should have the right to live and work in the United Kingdom.

The post is subject to an enhanced DBS disclosure.

We envisage this post to be four days a week including occasional evenings and weekends. Flexible working hours can be arranged. Accommodation may be available.

Remuneration can be negotiated depending on experience.

This role description will be annually reviewed by the Trustees and the post holder.



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