



POSITION DESCRIPTION

Job Title	Director	Reports to	Chairperson, Governance Board
Direct Reports	All team members	Key Relationships	Guests Team members Board members Bishops and clergy
Date	April 2019		

Role Purpose

The Director of Vaughan Park is responsible for the strategic vision for Vaughan Park. The Director is responsible for balancing resources to ensure the financial viability and growth of the Centre. The Director will be committed to maintaining and enhancing the culture of generous hospitality, conversation and deep spiritual encounter, firmly grounded in the Anglican tradition.

Key Responsibilities	Deliverables/Outcomes
Team Leadership	<ul style="list-style-type: none"> ▪ overall management & recruitment of team members ▪ ensure team members have individual performance plans ▪ monitor team performance and conduct regular appraisals ▪ manage training and development of team members ▪ achieve high levels of employee engagement and retention ▪ develop team programmes that support the Centre's strategic vision
Strategy & Culture	<ul style="list-style-type: none"> ▪ attend all Board meetings ▪ develop a strategic plan for Vaughan Park for Board approval including a long-term fundraising plan ▪ implement the strategic plan and report regularly on progress ▪ prepare and present the annual budget for Board approval ▪ meet or exceed financial KPIs as agreed with the Board ▪ instil a deep commitment to the Centre's vision and values with a strong emphasis on generous hospitality and welcome ▪ develop and maintain key strategic relationships with partners and professional bodies

Key Responsibilities	Deliverables/Outcomes
Spiritual Encounter	<ul style="list-style-type: none"> ▪ ensure that the Chaplain is providing regular worship, care and maintenance of the Chapel and Research Centre. ▪ ensure that the Chaplain is arranging appropriate course leaders, facilitators, retreat conductors and speakers as required. ▪ ensure that the Chaplain is organising the scholarship programme, lecture series, retreats and other activities integral to building the Centre's ministry, network and influence. ▪ ensure that the Chaplain is providing pastoral care to guests and team members alike ▪ overall responsibility for the day-to-day character of hospitality, conversation and theological encounter
Promotion	<ul style="list-style-type: none"> ▪ prepare an annual marketing plan for the Centre to promote the centre nationally and internationally for Board approval ▪ manage the Centre's digital presence to ensure it is kept up to date and relevant and that user numbers grow ▪ visit potential church and corporate users to promote the use of the Centre as both a spiritual and non-spiritual venue ▪ responsibly manage all communications
Resources	<ul style="list-style-type: none"> ▪ manage accounts receivables and ensure all debt is collected ▪ day-to-day responsibility for financial management, liaising with Trust Management ▪ deliver regular monthly written and financial reports to the Board ▪ manage the Centre's book and gift shop ▪ manage all suppliers to ensure high quality and value ▪ manage the kitchen team in providing high quality food and hospitality ▪ manage the administration team and bookings to ensure high occupancy and usage of the Centre's facilities ▪ manage custodial team members to ensure that the Centre is always meticulously clean and guests' needs are prioritised ▪ liaise with Trust Management, contractors & suppliers regarding repairs and maintenance to the Centre and ensure that all maintenance is kept up to date ▪ responsibility for the acquisition and care of appropriate assets ▪ utilise technology to maximise the promotional and commercial potential of the Centre
Health & Safety	<ul style="list-style-type: none"> ▪ develop effective health & safety systems and programmes of work ▪ ensure risk assessments are undertaken ▪ ensure team members are informed of, and trained in, safe practices and procedures in their specific areas of work ▪ ensure team members are aware of, and using, incident forms and that the hazard register is accessible to team members and being used ▪ regularly review health & safety policies and procedures ▪ report near-misses, incidents and accidents to the Board

The list overleaf is not exhaustive. The Director will be expected to carry out other duties from time to time as directed by the Chairperson of the Board.

The Director will ensure the Board is kept fully informed of all relevant issues ensuring that a 'no surprises' policy is maintained.

Person Specification

Essential Skills

- a strong track record in senior management with experience in the accommodation, venue management or hospitality industries preferred;
- evidence of well-developed leadership skills with an emphasis on building effective teams and mentoring;
- proven experience in managing finances and meeting or exceeding financial goals;
- prior experience in managing health and safety in a workplace;
- highly proficient in using Microsoft Word, Excel and PowerPoint with deep experience in using reservation systems, and
- maintain a full range of administration and management services.

Essential Attributes

- able to proactively manage the multi-faceted responsibilities of the role whilst maintaining a healthy work-life balance and personal well-being;
- excellent communication & presentation skills, both written and verbal;
- outstanding customer service skills;
- strong analytical and decision-making skills with demonstrable evidence of innovation;
- able to work with and mentor a team and foster a strong culture of inter-dependence evidenced by diplomacy, listening and patience;
- open to new opportunities and challenges with the ability to look at every situation with a sense of empathy and enthusiasm;
- respect for, and understanding of, the Anglican tradition;
- understanding the importance and accepting the values of two traditions within bicultural Aotearoa New Zealand, and
- experience in working within multicultural contexts.

Qualifications & Experience

The successful applicant will

- be an experienced manager with commercial acumen;
- hold, or be able to hold, a manager's licence to allow the Centre to provide liquor at functions;
- have at least five year's management experience preferably in an accommodation, event management or hospitality business;
- hold a bachelor's degree in hotel, hospitality management or business, and
- hold a full driving licence and owns their own private motor vehicle.