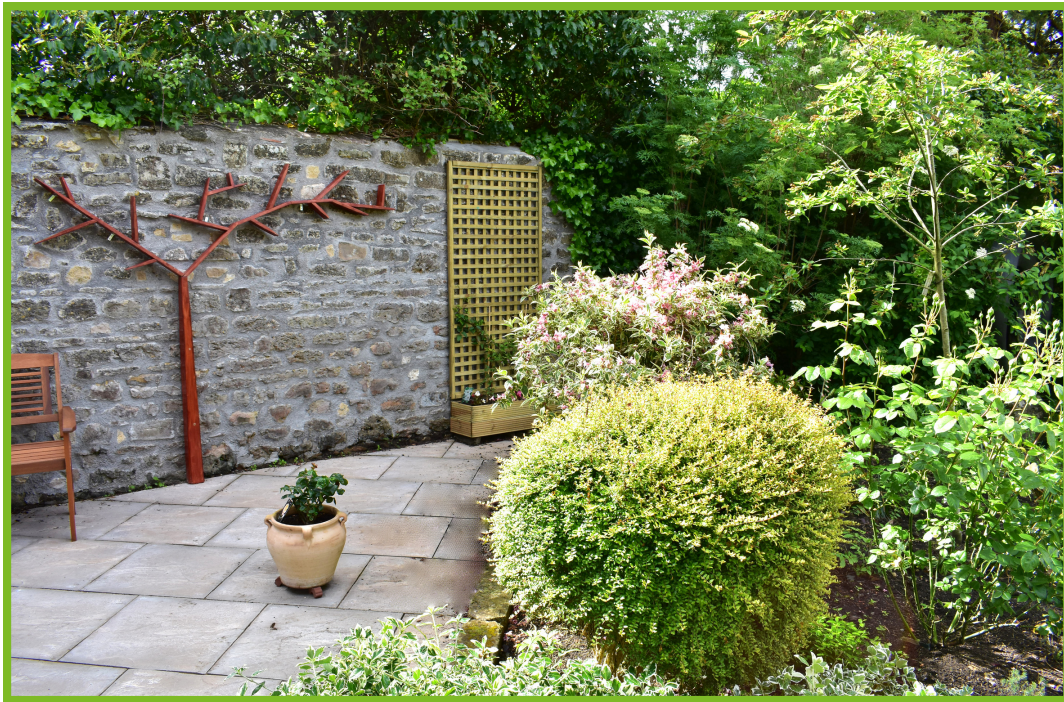


The Ammerdown Centre

DIRECTOR BRIEF

Autumn 2023



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 bought 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 2023



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A Letter from the Chair

Thank you for your interest in the position of Director 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. Social Justice, including climate change, welcoming refugees, and racial justice, is a significant thread of our charitable work. 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 COVID19 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 looking to recruit a Director for Ammerdown with leadership skills and a passion for the vision and mission of Ammerdown.

We are very happy to welcome you to visit the Centre to see our work in action. Contact christine.clinch@ammerdown.org to organise this.

If you would like to explore applying for the post of Director please feel free to contact me for a discussion via stuartjohnburgesso@gmail.com
I look forward to hearing from you!

Stuart Burgess CBE
Chair of the Trustees
The 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

Bill Furness has worked in the telecommunications industry for many years in senior management positions in England, Scotland and Belgium and was Chief Executive of Edinburgh Chamber of Commerce for 6 years.

Angela Townshend taught counselling before spending twenty-eight years in ordained ministry with the Church of England. Serves on three other trusts. Committed to loving and liberating people in their lives and their faith.

Bill Thomson was a Senior Training Adviser and Manager in the field of vocational education and training, working for prominent Government Agencies - Manpower Services Commission, Training and Enterprise Councils, National Council for Vocational Qualifications and the Qualifications and Curriculum Authority.

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.



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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.

Caroline Boddington a senior HR professional with experience in the corporate sector and the Church of England. Committed to enabling people and organisations in realising their vocation in their own lives and the lives of others.

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.

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.

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.

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.



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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, in process, becoming 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

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

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



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Directors 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 Director will be responsible to the trustees for:

- Working with Trustees in developing the Ammerdown Centre, and in particular to refresh the strategy and business model mindful of its spiritual heart as well as commercial potential
- Further developing the Ammerdown Centre 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 through creating partnership and networking opportunities
- Maintaining and growing Ammerdown as a centre of refreshment, hospitality, peace and reconciliation where diversity and different identities are cherished
- Ensuring robust and effective management and performance of the organisation (staff, finance, committees etc). in line with the business plan agreed by the trustees 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

- In Line with the Vision of the Ammerdown Centre and its Christian foundation, and within emerging possibilities for faith based retreat centres, to develop Ammerdown further as a resource for churches, all faith groups, and individuals of any faith or none, leveraging its location and reputation for hospitality.
- To resource the spiritual life of the Ammerdown Centre 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.
- To enable the development and resourcing of a creative agenda for learning and refreshment involving: innovative programmes of retreats, conferences and other events, progressing the social justice and care of creation programmes, taking into account the needs of the local community and opportunities for serving wider faith communities. Where appropriate, to lead such programmes.
- To be the public face of Ammerdown and actively promote it locally and nationally.
- To maintain and build relationships with key stakeholders locally, regionally and nationally e.g. local faith leaders, Ammerdown House, local charities and more widely colleagues within the Community of the Cross of Nails, 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 keeping up to date with best practice and learning
- 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 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.
- Together with the Trustees to respond constructively to challenges as they emerge from time to time.

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.



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The Trustees are seeking a person who:

Spiritual life

- Attends to their own spiritual life and discipline of prayer and prioritises their own learning and development

Leadership

- Has the ability to inspire, equip 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
- A commercial head and a social heart

Management

- Experience of managing and developing a team with mixed skills and experience, comprised of employed people and volunteers
- Experience of change 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 locations of Ammerdown they will need access to a vehicle and a valid driving licence.



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Process Guidance

If you are interested in being considered as a Director for the Ammerdown Centre, we should be grateful if you would submit a covering letter which should include your motivation for the post and the particular skills you would bring, as well as a CV to Dr Stuart Burgess at stuartjohnburgesso@gmail.com by noon on the 6th December.

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

The process is being overseen by a sub-group of the trustees and they will shortlist on 7th December and invite people for interview between the 12th and 20th December.

All candidates are asked to consider and declare any existing or potential conflicts of interest.

- This role is covered by a Genuine Occupational Requirement under the Equality Act 2010. Applicants should be a practising Christian.
- Applicants should have the right to live and work in the United Kingdom
- The post is subject to an enhanced DBS disclosure.

This post is open to lay or ordained.

The salary will be c45,000.

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



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