



**DRUMALIS RETREAT AND  
CONFERENCE CENTRE**

**SISTERS OF THE CROSS AND PASSION  
47 GLENARM ROAD LARNE COUNTY ANTRIM  
BT40 1DT**



**JOB TITLE:** **DIRECTOR DRUMALIS RETREAT CENTRE**  
*This is a short-term Contract for 3-years after which it will  
be reviewed*

**LOCATION:** Drumalis Retreat and Conference Centre,  
47 Glenarm Road,  
Larne,  
Co. Antrim,  
Northern Ireland  
BT40 1DT

**SALARY:** In range of £45,000 - £50,000 per annum

**HOURS:** 37 hours per week which includes some evenings and  
weekends

**Responsible to:**  
**Operations Manager of the Sisters of the Cross and Passion CIO**

*The Pastoral focus of the **Sisters of the Cross and Passion** for our times is to respond  
to the pain of the Earth and of those for whom there is no justice in our world.*

*At issue are:*

- ↳ Our personal and communal ecological conversion*
- ↳ Our attempts to articulate, together with our colleagues and companions, a  
theology and spirituality to underpin this response*
- ↳ Taking courageous action in this unprecedented crisis*

**SUMMARY:**

We are seeking an experienced Director to manage, direct, shape and develop the Drumalis Retreat and Conference Centre.

An initial key role in the position as Director is to work towards the Centre becoming financially viable by initiating a feasibility study and Business Plan to enable the transition into a new subsidiary Trust of the Sisters of the Cross and Passion CIO which will be governed by lay Trustees.

The Director will work with and develop the staff and volunteer teams, to further enhance exceptional guest service, continually attaining the highest possible standards whilst overseeing the smooth running of the Drumalis operations. She/he will ensure that the Drumalis objectives are met at all times through maximising occupancy and revenue while maintaining and expanding its ministry and reputation.

The Director's role offers considerable scope to enable and engage in new conversations and possibilities in the areas of spirituality, ecology, culture, and ecumenism while embracing the whole community of life. The Director will work with existing partners, networks and new groups to further the ecological/spiritual ethos of the Centre. She/he will continue to foster leadership and creativity in staff and volunteer teams through delegation and collaboration.

The Director is responsible for ensuring all policies and procedures are adhered to with special attention to Safeguarding and Health and Safety.

The Director will be an excellent communicator and have highly developed organisational and communication skills with the ability to produce clear, concise reports and recommendations and make presentations to various groups.

## Duties of Director

- ↳ In collaboration with the Coordinator of Inhouse Services and staff, plan, implement and oversee Drumalis daily operations.
- ↳ Convene and facilitate regular staff meetings.
- ↳ Direct the Centre's budgeting and financial planning
- ↳ Manage all personnel requirements for employees of the Drumalis Retreat and Conference Centre. This includes working with relevant resource groups to recruit, hire, develop and engage employees; establish or revise policies; update/prepared job descriptions; complete annual performance reviews and annual salary planning.
- ↳ Continually encourage staff development and education, assisting staff in relating their specific work to the total mission of the organization.
- ↳ Work with the Co-ordinator of Inhouse Services to prioritize upgrades.
- ↳ Meet on a regular basis at least once per month with Operations Manager and present monthly finance reports.
- ↳ Work with the Drumalis Bursar to prepare and present the annual budget to the CIO Trustees via the Provincial Bursar; manage the budget to ensure that Drumalis Retreat Centre operates within budget guidelines. Manage Capital Expenditure.
- ↳ Oversee the planning and schedule of the Drumalis annual programme of retreats, faith development courses and workshops with the relevant staff members.
- ↳ Actively promote the Drumalis Retreat Centre in the local community, nationally and internationally.
- ↳ Maintain a working knowledge of significant development and trends in retreat centres and spirituality in general.
- ↳ Evaluate Staff performance.
- ↳ Be Proficient in the use of IT, Microsoft Office and/or other software confident working in an online context using Zoom (or equivalents)..
- ↳ Other duties as assigned by Operations Manager

## **ESSENTIAL EDUCATION AND/OR KNOWLEDGE**

- ↳ Bachelor's degree and or 4 years' experience in hospitality management or church management or any satisfactory combination of experience and training that demonstrates the ability to perform the above described duties.
- ↳ Experience of continuing professional, management and leadership development.
- ↳ Experience of working in a multi-disciplinary environment.
- ↳ Experience of leadership in managing complex change.
- ↳ Effective Communicator who cares for and respects all voices in the Community
- ↳ Knowledge and understanding of church organizations and operations desirable.

## **ESSENTIAL VALUES**

1. Awareness of and commitment to the ethos of the Drumalis Centre and the Congregation of the Sisters of the Cross and Passion CIO.
2. Commitment to core values – Compassion, Respect for every voice, Justice, Honesty and Integrity.
3. Adherence to Sisters of the Cross and Passion Code of Practice for work in retreat giving.
4. Awareness of the value of listening and silence.
5. Ability to encourage leadership and accountability from all in the Drumalis Community.
6. A relevant specialist interest e.g. spirituality and creativity/the arts/body and embodiment/ecological consciousness.