



Community Support Lead

Role Description

Reporting line

Team: Operations

Reports to: Operations Manager

About the Community

Scargill House is home to an international Christian community drawn from many traditions and backgrounds who live and work together, guided by a shared rule of life and a daily rhythm of prayer. We are all involved in the day-to day running of Scargill House as well as in sharing hospitality with our guests, both individuals and groups.

The Community is supported by regular volunteers who work and pray alongside each team. Our life together in Community is an essential part of our belief that 'lives shared' are 'lives transformed'.

All Community members, regardless of their area of work responsibility, must have a sense of calling to Community and to involvement in all aspects of its life, as we aim to be God's welcome to our guests here at Scargill House.

Role purpose

We are seeking a Community Support Lead with a clear call to community living and a commitment to Christian discipleship. They will bring together a gift for supporting others in their spiritual journey with the organisational focus needed to help the Community thrive.

This is a full-time residential role with accommodation and full board provided alongside a monthly allowance and pension contribution.

Key responsibilities

Recruitment

Lead and manage applications, including:

- General Community roles
- [ICV Programme](#) which invites a small number of overseas volunteers requiring a Tier 5 Charity Worker visa
- Working Friends (volunteers)
- Requests for sabbaticals and placements

Community wellbeing and support

- Have introductory meetings with all new Community members
- Arrange induction and training for new Community members
- Assist Community members in times of illness
- Support individual Community members as they adapt to life in Community
- Arrange formal one-to-one meetings after 3 and 8 months, to celebrate the joys and challenges of Community life and acknowledge any concerns, offering support as needed.

Administration

- Maintain Community member records, including overview of holidays and sickness
- Ensure preparation of work rotas for the smooth day-to-day running of Community
- Allocate accommodation for Community members
- Monitor requests for contract extensions and renewals
- Hold Safeguarding responsibilities as part of the Safeguarding Team

Collaboration and communication

- Work closely with leadership to manage a diverse and constantly changing international community
- Maintain clear communication with guests, volunteers, and Community members
- Participate in regular weekly Operations meetings to discuss the day-to-day running of Scargill House
- Participate in regular Team Leader's meetings
- Regular informal meetings with the Operations Manager to discuss concerns as they arise

Contract: 3-year post, subject to annual review and a three-month probationary period.
Monthly allowance with pension contribution

Requirements: Right to work in the UK. Satisfactory DBS disclosure and references

Review: Role description reviewed after one year