



LITTLE COMPANY OF MARY

HERITAGE CENTRE, 32 REGENT STREET,
NOTTINGHAM

POSITION DESCRIPTION

Director of Heritage Centre



The Little Company of Mary (LCM) is an international Congregation of Religious women, founded by the Venerable Mary Potter in Nottingham in 1877.

The LCM invites applications for a Director for its Heritage Centre in Nottingham. The Centre has been operating since 2010. The Centre is home to the artefacts of the LCM and provides an interactive experience journeying with the Founder, Venerable Mary Potter. The Centre depicts the life and spirituality of the Founder as she began the LCM in Hyson Green, Nottingham and how the story continues to the present day. It provides space for individuals, local and international groups, to meet with guides and avail of the experience.

The successful applicant will:

- promote the life and Vision of Venerable Mary Potter and the Mission and Spirituality of the LCM at the Heritage Centre.
- be accountable for the day to day operation of the Heritage Centre
- will work closely on projects and programmes that will assist the LCM Sisters and their Mission
- further develop the Centre by means of networking and promoting the Heritage Centre.
- work with Sisters on future programmes and opportunities.

The role is required to ensure the provision of a unique, innovative and interactive service that honours the legacy of Venerable Mary Potter and the Sisters of the Little Company of Mary.

The Director will be committed to understand and develop their knowledge of the LCM Charism and Spirituality.

The role has a strong future focus and will identify opportunities for further development of the service and its offerings in consultation with the LCM

Strong community partnerships will be required to be developed with local agencies and organisations, Parishes, schools and the Nottingham Diocese.

The Director will ensure the effective and efficient operation of the Heritage Centre, responsible for the overall monitoring of planned maintenance, staff and resources inclusive of budgeting.

The Director will work collaboratively with Province and Congregational Leadership on projects and programmes that will assist the LCM Sisters in their Mission.

The successful applicant will have and demonstrate:

- 1 a willingness to learn and grow in the knowledge of LCM, appreciating the values and spiritual traditions.
- 2 effective communication and relationship building skills and the ability to work effectively with a wide array of international and external groups and agencies.
- 3 relevant experience in the administration and management of events.
- 4 successful experience in marketing and an ability to develop and implement marketing strategies for new and innovative use of the facility.
- 5 proficiency in a range of software applications, including Word, Excel and Microsoft Office Suite.
- 6 a capacity to create, maintain and continually improve administrations systems and processes.
- 7 experience in establishing and managing budgets, along with accountancy skills.
- 8 sound knowledge of Health and Safety and other compliance regulations applicable to the Heritage Centre.

Conditions of employment:

The position is full time. A 6-month probationary period will apply upon commencement, with a review process at that point.

- Salary – commensurate with experience.
- Flexibility to work additional hours and/or change days to manage Heritage Pilgrimages and special events will be required.
- The Director will be expected to engage in an annual performance appraisal and a review of the role facilitated by LCM Leadership.
- To be considered for the role, applicants must provide evidence of a successful DBS check and working with children check.

Applicants are required to provide the following documentation:

1. A brief covering letter, addressed to the Province Leader outlining the key reasons for your interest in the position.
2. A resumé that outlines your employment history and relevant qualifications and experience – not exceeding 3 pages.
3. A response to the eight Selection Criteria outlined above - not exceeding 3 pages.
4. The names and contact details of three referees.

No Position Description can be entirely comprehensive. The Director will be expected to carry out other duties from time to time that are broadly consistent with the role.

If you are invited to an interview, you will be required to provide at interview scanned, certified copies of:

- ✓ Qualifications and completed formal studies/training.
- ✓ A DBS Check and Working with children check.

All applications will be acknowledged.

Postal applications may be sent to:

Province Leader
93 Gunnersbury Avenue,
Ealing,
London W5 4LR

Applications will close on 17th December 2018
Interviews W/C 28 January 2019