

The operation of Othona's two sites at Othona Bradwell-on-Sea and Othona West Dorset (OWD) is overseen by Centre Management Committees (CMCs) made up of local supporters of each Centre and held in conjunction with the local Wardens. The **CMC Chair** is responsible for providing leadership and direction to the CMC as well as line managing the Warden. They are also a Trustee and Director of the Othona Community and will sit on the Trustee Board for the charity as a whole.

Key responsibilities include:

- Chairing CMC meetings, setting the agenda and ensuring that decisions are minuted and implemented
- Recruiting and developing non-trustee CMC members with the specialist skills needed to enable the Centre to function professionally
- Ensuring that the policies and processes needed for the Centre to function professionally and compliantly are understood and implemented (such as Health and Safety, Safeguarding and finance)
- Ensuring that the work of the CMC develops and supports the charitable objects, mission, ethos and values of The Othona Community in its everyday life and work
- Reporting to the Othona Trustee Board on a regular basis on all key areas of CMC and Centre operations
- Addressing any conflict that may arise between members of the CMC and between staff at the Centre, liaising with the Trustee Board and Chair where necessary
- Line management of the Warden/centre manager

A fuller job description as well as further information on Othona's history, structures and operations is available on request.

The Othona Community

Othona is an open and inclusive Community rooted in the Christian tradition, and drawing on a wealth of other inspirations. We welcome people of all ages, abilities, backgrounds and beliefs. Through sharing in a daily rhythm of work, learning, worship, and play, we seek personal renewal and glimpses of the sacred. In community we explore the relationship between faith and life, and encourage one another in caring for the world and its people.

Person specification

We are looking for someone able to bring the following skills and qualities to bear in support of Othona's mission:

- A commitment to the whole Othona Community and its inclusive Christian ethos and a good understanding of what is needed for the Centre to live out its expression of Othona's ethos and values
- Experience and skills relating to chairing and organising committee work
- Effective leadership, communication and interpersonal skills, including the ability to bring others along with you and to resolve difficult situations sensitively
- Good, independent judgment and the ability and willingness to challenge others actively and respectfully
- Ability to read financial information and spreadsheets and contribute to oversight of budgets
- An understanding of the legal duties, responsibilities and liabilities of Trusteeship and of the practices needed to ensure sound governance
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Strategic vision and the ability to think creatively
- Engagement with your own spiritual practice and faith community
- Ability to travel to Othona's sites (primarily West Dorset) to attend in person meetings as required