



EXODUS

RESIDENTIAL CENTRE OFFICER

JOB INFORMATION PACK

**Exodus exists to
see generations
of young people
boldly following
Jesus and
becoming
lifelong disciple
makers.**





VISION

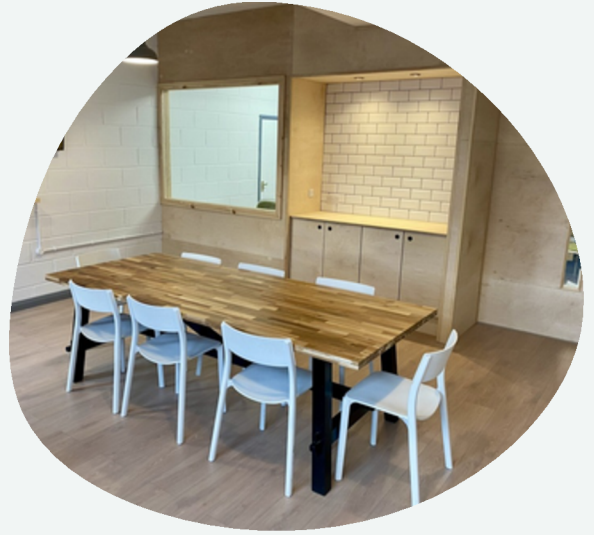
We're here for great moments of youth ministry; crazy games, loud laughs, inspiring small groups, first-time prayers and everything in between.

At the Exodus Residential Centre, our role is to help make these moments happen. Each year, more than 1100 young people and leaders stay with us from churches, schools and for summer camps.

We treat each group that arrives as if it was our first and we serve them by providing everything they need for the best stay possible; from saucepans to sumo suits.

Youth weekends really matter. Could you help us make them happen?





THE ROLE

MAIN PURPOSE

To manage and develop the work of the Exodus Residential Centre.

- Manage the weekly running of the Exodus Residential Centre.
- Develop the Centre's capacity to resource groups in line with our 3 year development plan.

PRACTICAL DETAILS

BASED IN: Coleraine

REPORTS TO: Bruce Campbell (Head of Church & Partner Engagement)

SALARY: £25,000 – £28,000 (pro-rata)

HOURS: 2 days per week

The nature of the role requires regular Friday evening working for group check-ins and occasional out of hours calls. We're open to a range of working patterns alongside this, including rhythms which allow for flexible hours during term times, and increased hours during school holidays or busy seasons.

TERM: Permanent (pending 6 month review)



ROLE PRIORITIES:

1

Manage the ongoing running of the Residential Centre.

Oversee all operational aspects including, but not limited to:

- Managing our booking system.
- Communicating with groups, before, during and after their stay.
- Responding to occasional out of hours calls.
- Ensuring all groups receive a personal welcome on arrival.
- Managing our cleaning contractors.
- Taking responsibility for invoicing and annual financial targets.
- Demonstrating care and attention to detail through weekly checks, repairs and problem solving.
- Committing to pray for every group who stays.

2

Oversee the implementation of the 3 year Residential Centre Development plan.

Our plan includes ambitious goals to support groups more effectively with projects linked to our site, communication, sustainability and direct support of youth leaders. This will require:

- Project managing the initiative to deliver results on time and on budget.
- Liaising with contractors and volunteers.
- Responding to group feedback in order to implement continuous improvement.

3

Play a full part in the life of the Exodus Staff Team including:

- Key Staff meetings or events (3–4 times per year).
- Participating and occasionally leading weekly prayer meetings.
- Involvement in national events such as the Commissioning Service.

4

Any other duties deemed appropriate to the role.





WHO ARE WE LOOKING FOR?

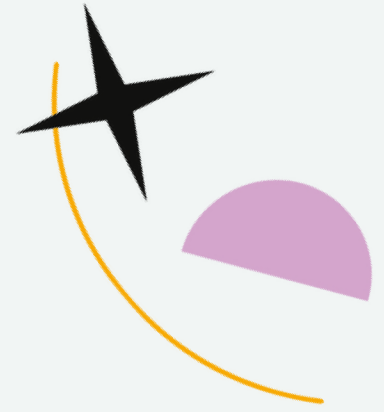
We believe this role could suit a wide range of people, from a variety of backgrounds and stages of life, including student or those balance a other family or professional commitments.

We are looking for someone who demonstrates:

- **Commitment** – to the vision of Exodus.
- **Communication skills** – to build relationships and care for groups well.
- **Practical skills** – to maintain the centre and problem solve when needed.
- **Organisation skills** – To efficiently and effectively manage people and systems to keep things running smoothly.

There is an occupational requirement for the post to be held by a Christian, subscribing to the organisation's **Statement of Faith** and **Code of Conduct for Christian Staff**





ESSENTIAL SKILLS, CHARACTERISTICS & EXPERIENCE:

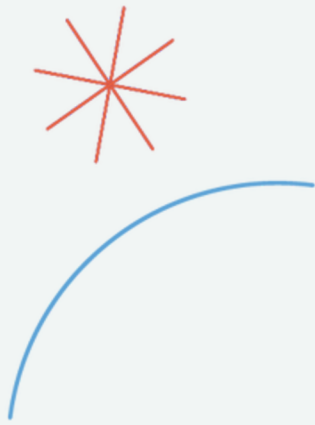
We are looking for someone who can demonstrate:

1. **A personal Christian faith and commitment to the Exodus Ethos (by subscribing to Exodus Statement of Faith).**
2. **A commitment to the Exodus Ethos (by subscribing to our Code of Conduct for Christian Staff).**
3. A heart for youth ministry.
4. **The project-management skills to plan and achieve goals, manage a budget and work to a deadline.**
5. Strong computer skills.
6. **Strong interpersonal and communication skills.**
7. The practical skills needed to carry out basic maintenance.
8. **A commitment to live within 15 miles of the Residential Centre (36 Long Commons, Coleraine).**
9. A driving licence and access to own transport.

DESIRABLE SKILLS, CHARACTERISTICS & EXPERIENCE:

1. **A track record of working or volunteering within youth ministry.**
2. Awareness and experience of the work of Exodus.
3. **Experience of working within the hospitality or tourism sector.**
4. Experience of managing a building or within a maintenance role.
5. **Experience of working with booking and/or finance systems.**
6. Relevant qualifications.





APPLICATION PROCESS

APPLY HERE:

AT THIS LINK

APPLICATION DEADLINE: Wednesday 23rd July (12 noon)

SHORTLISTING Thursday 24th July*

1ST INTERVIEW: Wed 15th August

2ND INTERVIEW: Fri 22nd August

START DATE: 1st September (or earliest convenience)

If you have any questions, please contact Bruce - bruce@exodusonline.org.uk

**Due to the busy Exodus Summer schedule, the time between shortlisting and first interview is unfortunately longer than usual.*

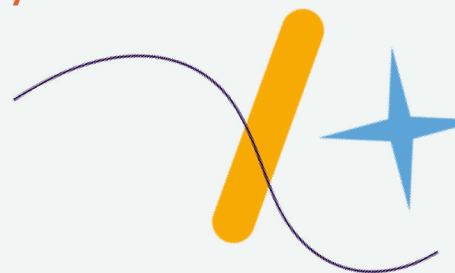


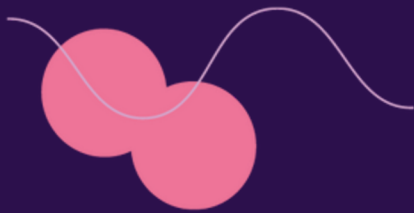
JOINING THE TEAM



EXODUS STAFF ARE TRUSTED, EMPOWERED, CARED FOR & DEVELOPED

- Flexibility For Life:** We'll **make space** for your kid's orthodontist appointment or that annoying MOT. We also offer 3 months full pay followed by 3 months half pay for maternity leave and 2 weeks paid paternity leave.
- Staff Retreat:** **3 days away together** packed full of fun, prayer, development... and food! Usually in March or April.
- Development Budget:** Every staff member can avail of a **£150 annual development budget**. Join a course, read a book or attend a conference on us!
- Travel Budget:** Exodus staff can avail of at least **one free European trip** as part of a team each year.
- Pleo:** A clever finance system meaning **staff are rarely required to incur out of pocket expenses**.
- Opportunities for Growth:** We work hard to create **space for people to grow in their roles**. We love hearing ideas about how to make things better and giving staff the chance to deliver on their own dreams.
- Support Systems:** Every staff member gets a **line manager**, space to meet with a **mentor** and access to counselling or further support upon request.
- Team:** Weekly **prayer times**, bi-monthly **staff meetings** and an active staff Whatsapp group. When one of us has a reason to celebrate, dream or pray, we all do!
- Staff Clothing:** Staff Wear for events and free **team t-shirts for your kids!**





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