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| <b>Role:</b>                | Associate Director, Spiritual Companions Trust   |
| <b>Line Managed By:</b>     | Charity Director   |
| <b>Location:</b>            | Glastonbury / Home Based / Occasional UK Travel (Does not have to live in the south-west but will need a good broadband connection.) |
| <b>Terms of Engagement:</b> | Self-Employment, up to £10,000 per year  |
| <b>Time Commitment:</b>     | Part time (c. 2 days per week)   |
| <b>Contract Term:</b>       | 2 years (3 month initial trial period)   |

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## In Brief

The Spiritual Companions Trust is a small educational charity, a network and a community. We have reached the stage where our development requires an extra person who can help manage our project and its next steps, alongside its part-time Director and part-time Administrator.

We have developed and delivered the first spirituality and health qualification to be on the Ofqual Register.

## Background

We celebrate diversity and welcome people from all spiritual traditions and none at all. We are dedicated to building a more harmonious, just and loving world, and we believe individual personal transformation can spread out to influence and effect deep social change.

Spiritual Companions evolved from a series of experimental courses in the 1990s. Their purpose was to understand the core practices at the heart of all spiritual approaches, but free of their particular beliefs, myths, and symbolism. In February 2014 the Spiritual Companions Trust acquired its own legal status as a Charitable Incorporated Organisation (CIO) and has since grown into a successful charitable organisation delivering its Ofqual registered course – the Diploma in Practical Spirituality and Wellness (Level 3) – to students across the UK, and supporting its network of Spiritual Companions who provide support and care to those who need it.

The Spiritual Companions Trust is currently developing the generally-accessible *Your Spiritual Health Programme*. Its long-term goal is that a practical, person-centred and holistic approach to spiritual health be part of the accepted curriculum and continuing professional development (CPD) in the fields of education, healthcare, human resources, and social services.

The successful growth of the last three years has been achieved with a small team of volunteer Trustees and a paid part-time staff member supporting the Charity Director, who is at the centre of all aspects of the work. These arrangements have been effective but have now reached their limit in terms of capacity. For the organisation to continue operating efficiently and for it to achieve its growth plans over the next three years, it needs to recruit a suitable Associate Director to support both the Charity Director and the Trustees.

## Ideal Candidate

You are an up-beat, entrepreneurial, and spiritually-aware individual with strong social values who is inspired by the vision and objectives of the Spiritual Companions Trust.

You will have experience of running a small business or department (e.g. in a school, hospital, or other similar organisation) with a limited budget, working with a small but committed team. You are a self-starter, with a good sense of humour and strong work ethic, willing to roll up your sleeves on a wide range of general management activities from ensuring compliance with the requirements of our Ofqual registration through to creating and organising marketing and networking events, fundraising activities, and keeping our website up to date. You will also be personally committed to self-development, emotional literacy, and have some personal experience of counselling / therapy and spirituality. You will be ambitious for the project.

## Equal Opportunities

The specific responsibilities of the role are set out below along with the personal characteristics we think are important to be successful and to fit within our warm and supportive team.

Spiritual Companions Trust has always been committed to creating a diverse environment and is proud to be an equal opportunity organisation. All qualified applicants will receive consideration for this role and we celebrate diversity and inclusivity in relation to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, and age.

## Key Responsibilities

### *General Management*

- **Charity Administration and Governance**
  - Maintain up-to-date all formal charity management documentation including policies, procedures, agreements, annual reports, and other Charity Commission related documents.
  - Review and maintain all relevant policies to maintain our educational accreditation.
- **Charity Operations:** Accountable for day-to-day operational running of the charity. Specifically:
  - Responsible for line management and active support of paid staff (e.g. the Office Administrator) and volunteers who have taken on specific responsibilities.
  - Oversee office management and general administration of the charity via effective support and management of the Office Administrator.
  - Oversee the financial management and book keeping for the charity via effective support and management of the Office Administrator who is directly responsible for book keeping and record keeping.
  - Participate in maintaining good customer service and support to our students, educators, Trustees, and members of the Spiritual Companions network.

- **Charity Trustees:**
  - Ensure quarterly Trustees’ meetings are organised and delivered, with the required papers circulated in advance as agreed with the Charity Director – typically three meetings per year via Zoom and one face-to-face.
  - Responsible for ensuring timely production and distribution of the agenda, Director’s report, finance update, and any other inputs requested by Trustees for the meeting.
  - Responsible for the active and timely follow up of those with outstanding actions from previous meetings.

### *Education Administration, Support, and Resources*

- **Networking Events and Continuing Professional Development (CPD):** Actively participate in generating creative ideas, and lead the subsequent development and organisation of networking events and CPD events that are of interest to the Spiritual Companions network, are well attended, and are profitable.
- **Education and Support Resources:** Responsible for understanding and maintaining the range of education and support resources available within the organisation and working with the Charity Director, Educators and other staff as required to:
  - Review and maintain resources and materials to ensure they remain fresh, up to date, aligned with the Spiritual Companions brand (look and feel), are properly marked (e.g. Creative Commons licensed), and are available in a range of formats that suit both our network and other intended audiences as appropriate.
  - Make resources as accessible as possible for the intended audiences, including giving due consideration to specific accessibility requirements (e.g. visually impaired, people without online access)
- **Educators Support:** Work with the Charity Director to provide support to Educators as needs arise. Examples currently include maintenance and support of collaboration software in use by the team, arranging conference calls and / or face-to-face meetings, support with materials or other documentation development or creation, and implementation of new assurance processes.
- **Records and Data Management:** Oversee the records management and central databases within the charity, providing effective support and management of the Office Administrator, who is directly responsible for maintaining the data.

### *Fundraising, Marketing, and Partner Management*

- **Fundraising:** Actively participate in generating fundraising ideas and developing new funding sources, and lead the subsequent processes of engagement and / or funding application development with input and support from the Charity Director, Trustees, Volunteers, Staff, and other stakeholders as required.
- **Website and Digital Resources:** Responsible for monitoring the charity’s websites and other online content (e.g. Facebook), and working with the webmaster and other partners or volunteers as necessary, to ensure content is correct and maintained up to date. To that end, some familiarity with content management systems would be helpful.

- **Marketing Events and Activities:** Responsible for designing, organising, and delivering a range of marketing events and activities with support and input from the Charity Director, Staff, and Volunteers as required.
- **Marketing Materials:** Responsible for designing, creating, and distributing marketing materials in line with planned events and activities, with support and input from the Charity Director, Staff, and Volunteers as required.
- **Partner Management:** Responsible for support, engagement, and general relationship management of our key partners and suppliers (e.g. Crossfields, Findhorn, Accountants). Also, active participation in generating and researching ideas for new partnerships (e.g. Chaplaincy networks), and lead the subsequent processes of engagement and development with input and support from the Charity Director, Trustees, Volunteers, Staff, and other stakeholders as required.

### Person Specification

#### *Skills and Capabilities*

- **Verbal Communication:** Articulate and friendly communicator with the ability to converse easily and comfortably with all types of people.
- **Written Communication:** Literate and able to write clear and accessible documents.
- **Digital Literacy:** Comfortable and committed to the use of technology in the day-to-day running and improvement of the organisation, including the routine use of computers (Microsoft or Apple), email, use of smartphones, and active use of the web for research and sourcing of information.
- **Personal Organisation:** Organised and reliable; able to prioritise (and re-prioritise) work as required; willing to delegate tasks (upwards and downwards) where appropriate and willing to ask for help and support when needed.

#### *Personal Characteristics*

We recognise that some of the information in this section is a repetition of what has already been included in the Job Description. We are deliberately repeating it because it is important that our new person is at ease in a spiritual and developmental culture.

- **Silence and Meditation:** Able to sit comfortably in silence either alone, in a group, or with Spiritual Companions colleagues, for up to 15 minutes.
- **Listening:** Able to listen with compassion, discretion, and respect to colleagues providing reassurance and support through careful listening.
- **Benevolent Presence:** Willing and able to be a benevolent, reassuring, and supportive presence wherever you are and with whomever you accompany.
- **Positive Humour and Lightness:** Possesses a good sense of humour and maintains a positive, upbeat and optimistic attitude to his / her work, the world at large and life in general.
- **Self-Starter:** Proactive and motivated to initiate and lead on activities with light touch direction; empowered, strong work ethic, and a 'sleeves rolled up' attitude to work.

- **Commitment to Personal Development:** Personally committed to self-development, emotional literacy, and have some personal experience of counselling / therapy and spirituality.

### *Qualifications and Experience*

Demonstrable experience is of more interest than qualifications alone and, as such, will be given additional weighting in assessment and selection processes.

- **Experience (Essential):** Run a small business or department (e.g. in a school, hospital, or other similar organisation) with a limited budget, working with a small but committed team.
- **Experience (Essential):** Some personal experience of counselling / therapy and spirituality in support of your own growth and personal development.
- **Qualifications (Preferable):** Degree educated or equivalent.
- **Qualifications (Of Interest):** Education related qualifications helpful but not essential; marketing / business / organisation development related qualifications of interest but not essential; psychotherapy / counselling / healing qualifications of interest but not essential.

### *Application Review and Selection Process*

A summary of our review and selection process for this role is as follows:

- All applications received will be acknowledged and reviewed against a set of evaluation criteria based on the key requirements of the job description.
  - All applicants will receive a personal communication about whether or not they have been short listed to progress to the interview stage.
  - Interviews will be conducted with short-listed candidates who meet the review criteria.
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### **TO APPLY**

Send your CV and a personal statement of approximately 500 words describing what you bring to the post to our administrator Diana Brown – [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org) - by 6<sup>th</sup> July 2018.