

ROLE: Centre Support Team (Residential)

RESPONSIBLE TO: Community Support Worker

LOCATION: Ballycastle Centre

Introduction

The Corrymeela Community is an Ecumenical Christian Community committed to the work of reconciliation both locally and internationally. In 1965, the Reverend Ray Davey and a group of students from Queens University established a residential centre in Ballycastle where people of all faiths, political opinions and backgrounds could come together to meet and learn from each other. When the Troubles broke out, Corrymeela responded by offering respite in the new Centre for all kinds and conditions of people, eventually developing programmes and a network of Community members throughout Northern Ireland.

The Community now has a membership of over 160 persons and a global network of 5000 Friends. Many of the Corrymeela Community members continue to have significant involvement in the work of the Ballycastle centre, along with living out the Corrymeela ethos in their day-to-day lives. Corrymeela also employs approximately 30 staff and over 50 volunteers from across the globe on an annual basis. Their role is to offer hospitality and support programmes of respite, encounter, dialogue and reflective learning to the over 11,000 visitors that come through the Centre each year.

At the core of our programme is the commitment to work for reconciliation and social justice. Whilst a core thrust of our work remains focussed on programmes at the Ballycastle centre, we are also actively engaged in a wide range of community based programmes across the education, youth, community and faith based sectors both locally and internationally.

For more information on the work of Corrymeela visit www.corrymeela.org

Background to the Volunteer Support Team

The Centre Support Team [CST] is a key part of our overall volunteering system. The team's core focus is to work in direct support of the daily operations of the centre and support the overall running of the Volunteering Programme. A core element of this will be to contribute to and model out with our guests, staff and volunteers the ethos of *Living Well Together*. This ethos acts as the core aspiration for our common commitment to the work of reconciliation. The membership of the CST will naturally vary across age, gender, nationality and experience and so the specific focus of each individual team member's tasks and capacities will also vary.

Primary Function

While we recognise that there will be many diverse and specific ways that individuals within the team can contribute to this work, the primary focus of the CST will be:

1. Supporting and modelling out leadership for the residential "intentional" community of volunteers living on site at the Ballycastle Centre
2. Coordinating and resourcing the operational functioning of the Centre by proactively supporting how we welcome, our practice of hospitality, day to day logistics and fulfilling the role of Centre Support (aka Cover).

The two core organisational departments that the CST members will directly support are the Centre Hospitality and Logistics Department and the Volunteering Department, with the primary focus being on Hospitality and Logistics. This may vary on occasion depending on the specific skills of the team and as agreed by the Hospitality Support Worker.

As always, the nature of our work and commitment to reconciliation cannot always be fully planned and it is required of the whole team of staff and volunteers to be open to an element of flexibility where each of us may be asked to take on unexpected appropriate tasks or roles, as and when your own duties allow. It is also important to note that evening and weekend work will form part of the rhythm of your weekly duties. Whilst a semi regular rota will be agreed, it is our hope that the people in this role will respond and be flexible to the needs within the volunteer house and the centre, and manage their time off accordingly.

Key Tasks

Volunteer Support Team

1. Centre Tasks:
 - Generously practice and demonstrate our aspiration to incarnate hospitality and extend a warm welcome to all
 - To contribute to and model how to facilitate a reflective worship space that is open to people who identify with all faiths and none
 - As part of the team co-ordinate & develop in collaboration with the Programme Team how we organise the Resource Areas
 - As part of the team co-ordinate & develop how we invest in systems of feedback, learning and evaluation
 - As part of the team co-ordinate & develop how we learn and train staff and volunteers to ensure optimum levels of competency
 - As part of the team to coordinate & develop the daily rota, systems and priorities that are designed to enable the efficient running of Corrymeela Ballycastle.
 - Play a coordinating role in Corrymeela's vision for sustainability: help sew, plant and harvest crops from our polytunnel and vegetable beds, liaise with kitchen, link with the rewilding programme staff and foster conversations and further action around our ongoing approach to sustainability.

2. Volunteers:
 - Provide informal pastoral support for volunteers including “one to one” support as agreed
 - Meet with individual volunteers regularly if additional support is identified
 - Signpost volunteers to off-site counselling when required
 - Provide support to volunteers in their faith journey (based on individual skills set)
 - Take part in organising and co-chairing the weekly residential community check in spaces
 - Monitor the energy in the volunteer house and interject accordingly when required
 - Assist with the transportation of volunteers as agreed with Volunteer Programme Manager

3. Volunteer Accommodation:
 - Model positive presence in the volunteer accommodation
 - Ensure maintenance issues are reported and actioned promptly
 - Ensure that members of the lived community maintain the house in a satisfactory condition

4. Volunteering Programme:
 - Attend weekly trainings as required
 - Facilitate trainings for volunteers as required (based on individual skills set)
 - Shadow volunteers on some shifts in order to provide support and feedback
 - Oversee some of the regular volunteer meetings on a Monday
 - To organise and take part in volunteer team activities including educational trips and residencies and reflection days as agreed with Volunteer Programme Manager

Essential Criteria

1. Ability to demonstrate a close sympathy with the ethos of the Corrymeela Community, its Vision and Mission
2. An evidenced understanding of the dynamics of living and working in a residential community setting.
3. Ability to demonstrate a commitment to our Christian ethos and willingness to lead out times of our daily worship service
4. A proven experience of carrying both leadership and organisational responsibilities effectively
5. A proven capacity working effectively both in a team and individual basis.
6. A proven interest and ability to connect and support young adults.
7. Good communication skills to include written, verbal and interpersonal.
8. Ability to understand and communicate in English as an Independent User under the Common European Framework of Reference for Languages
9. Demonstrable experience of flexible working.
10. IT competent.
11. Full drivers licence

Desirable Criteria

1. Proven competence in the appropriate use of social media in a work context.
2. Evidence of good health.
3. Ability to drive a manual car (not automatic)

Other Information:

Flight, Visa, and Healthcare Information

All volunteers from outside of the EEA or Switzerland are required to apply for and obtain a UK Tier 5 Charity Worker visa in order to volunteer with Corrymeela. The cost for this UK Visa is approximately £225. In addition, volunteers who are at Corrymeela for six months or more who require a visa must pay a £200 fee to the National Health Service (NHS), payable at the time of the visa. Volunteers are expected to cover the cost of their flight, visa, and the NHS fee.

Volunteer Food and Accommodation

As a volunteer, you will be provided with food and accommodation. Accommodation will be either in the main volunteer house in a self-contained apartment or the cottage next to the main volunteer accommodation.

Expenses

As a volunteer you will receive a monthly stipend to cover essential out of pocket expenses. Currently this is set at £220 per month.

Medical Care

Volunteers will be able to register with the local GP (Doctor) at the Ballycastle Medical Centre during their first week here. Corrymeela will assist with this procedure and will encourage volunteers to remain in good health throughout the year.

Days on – Days Off

Corrymeela expects you to be a full-time volunteer. The nature of the activities at Corrymeela is such that being involved in the life of the work and community can mean undertaking long and irregular hours. It is not unusual for volunteers to be on duty from early in the morning until late at night. Therefore it is important that volunteers make good use of their time off. Volunteers are encouraged to spend time away from the centre when off work. Volunteers are encouraged not to engage in work during off time under normal circumstances. This includes part-time work or volunteering with other organisations. We will agree a rhythm of regular off time, usually 2 days off each week. Additional time off may be requested and is at the discretion of the Hospitality Support Worker.

Holidays

All volunteers who are here for a year or more will receive the following holidays: 15 floating days (to be taken throughout the year). All holidays for the Centre Support Team must be agreed in advance with the Hospitality Support Worker. At least 5 days of the allocated time off must be used within the first half of the year. If a volunteer is here over the Christmas period, then they will receive an extra two weeks when the centre is closed and all volunteers must vacate the site. All volunteers will be supported in sourcing alternative accommodation with our host families.

Review Period

The Hospitality Support Worker will meet with the Centre Support Team after an appropriate period to discuss whether the relationship is working out.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that employees and volunteers may become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.