

JOB DESCRIPTION

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| Job Title: | Centre Director |
| Grade: | Team Member |
| Location: | Cruzinha, Mexilhoeira Grande, Algarve, Portugal |
| Reporting To: | Executive Director |
| Key Contacts: | A Rocha Portugal Management Team A Rocha Portugal Cook A Rocha Portugal Cleaning person |
| Job type: | Full-time with three months trial |
| Salary: | Self-funded |
| Looking for: | Married couple, preferably with small children |

Purpose of position:

The Centre Director manages the Centre, surrounding grounds and all activities associated with these in close relationship with the Executive Director.

The Centre Director ensures that general Centre maintenance takes place and oversees its management and day-to-day running.

Skills Summary:

- A heart for hospitality and Christian discipleship
- Ability to carry out general maintenance (from electrics to plumbing and all general Centre equipment) and upkeep of the building. Ensuring the site is ready for daily activities
- Capability for administration and organization, for overseeing the booking and use of Centre resources and facilities
- Ability to handle health and safety, operational and financial matters (related to the centre and shopping)
- Competence to handle food shopping, cooking and/or supervising a cook
- The willingness to handle daily *ad hoc* responsibilities
- Possession of a driver's licence (B & B1)

The Centre Director is expected to carry out the following key responsibilities and duties:

Execute or supervise general Centre and equipment maintenance

- This person/couple should have general Centre maintenance skills and be able to evaluate issues, from electrics to plumbing, to ascertain whether a professional is needed.

Catering and accommodation:

- Organize all the shopping in accordance with an approved budget and favouring locally-produced and environmentally-friendly ingredients;
- Prepare weekly menus (nutritionally balanced, tasty, suitable for international and different dietetic requirements or choices);
- Prepare or coordinate, on a daily basis, two meals for up to 25 people (12 people on average);
- When extra help is required, manage and give guidance to a local cook.

Centre Management and Administration:

- Planning work schedules, checking visitor/guest bookings and requirements.
- Prepare weekly and monthly rotas and reports;
- Attend management meetings;
- Perform administrative duties;
- Deal with complaints, comments and enquiries
- Ensure all events run smoothly
- Manage Centre budgets and financial plans;
- Achieve accommodation occupancy targets
- Apply current legal and in-house HR procedures to ensure the retention of good staff and the provision of high-quality services
- Lead by example in maintaining service standards;
- Research markets to identify new business opportunities;
- Negotiate with external service providers and suppliers as required;
- Research on necessary equipment for the centre to operate
- Carry out day-to-day troubleshooting and address problems as they arise.
- Willingness to take part in some field study trips;
- Manage general volunteers in whatever necessary tasks in the Centre.

Gardening:

- Carry out and supervise work in the garden;
- Ensure the garden is adequately maintained for organic food production and awareness-raising/educational purposes;
- Manage fruit and other trees, for food, habitat and biomass production purposes;
- Manage general volunteers in whatever necessary tasks in the garden.

Security, Health and Safety:

- Ensure compliance with all relevant health and safety, licensing laws and legal regulations.

Person Specification:

| <i>Essential</i> | <i>Desirable</i> |
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| <p>Personal qualities</p> <ul style="list-style-type: none"> • Serving heart and a love of looking after others, regardless of status at the Centre (volunteer or visitor); • Happy to be surrounded by people all day long and able to manage during quieter periods; • Committed to A Rocha’s biblical and Nature Conservation values; • Mature Christian with spiritual insight; • Member of a local church; • Self-motivated; • Excellent interpersonal and communication skills; • Attention to detail; • Committed to team working; • Ability to remain calm under pressure | <ul style="list-style-type: none"> • Sense of humour; • Innovative; • Assertive; • Adaptable and flexible; |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Relevant higher education qualification | <ul style="list-style-type: none"> • Knowledge of Environmental Conservation, Business Management and/or Theology |
| <p>Experience, Knowledge</p> <ul style="list-style-type: none"> • A high level of organisational and planning ability • Experience living outside one’s own culture, if not Portuguese | <ul style="list-style-type: none"> • Resource management / oversight • Knowledge of sales and marketing • Knowledge of volunteer management • Preparation of short narrative and financial reports • Understanding of Christian charitable organizations • Health and safety compliance |

| <i>Essential</i> | <i>Desirable</i> |
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| <p>Abilities - aptitudes & skills</p> <ul style="list-style-type: none"> • Solid customer services skills • Efficient and organised, with excellent timekeeping skills • Ability to plan in advance and manage time effectively • Should have organizational and leadership skills • Ability to implement change • Ability to write and speak Portuguese or willing to learn • Able to think on your feet and make decisions quickly. • Administrative skills • A full driving licence valid in Portugal | <ul style="list-style-type: none"> • Experience of supporting and accounting to an Executive Director • Budgeting experience, accountancy skills and general financial awareness • IT skills |
| <p>Health</p> <ul style="list-style-type: none"> • Good health and attendance record | |