



# Marygate House Holy Island

Marygate House  
Marygate  
Holy Island  
Northumberland  
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## Job Specification for Retreat House Assistant

Marygate House is a Retreat Centre located on Holy Island, Northumberland. Founded in 1970 its run by a small charity which provides accommodation to both individuals and groups on a fully catered residential basis. We welcome people for religious, cultural and educational reasons. We have two houses which can accommodate up to 26 people. The Centre is run by two wardens, two other members of staff and supplemented with seasonal volunteers and managed by a board of Trustees.

We are seeking an employee to complement and assist the wardens with many of the day to day aspects of running a retreat house.

### **Title of the job** Retreat House Assistant

A key aspect of a retreat house is to provide warm, welcoming accommodation for both groups and individuals. The post holder will assist the wardens to ensure Marygate continues to offer this welcome. The post holder will report to the Warden(s), working alongside the Warden(s) other staff and volunteers serving guests in the retreat house, located on Holy Island.

Due to our unique location on a tidal island this is a residential position.

### **The Role**

The candidate is expected to undertake some, or all, of the following tasks as is necessary.

Prepare meals for up to 30 covers, with assistance when necessary. Preparing meals from basic/raw ingredients rather than bought in partially prepared foods. Including catering for diets.

Assist with food preparation.

Domestic tasks: washing up, setting tables, vacuum cleaning, making beds, laundry, cleaning shower rooms and toilets.

Liaise with staff, guests and other team members.

Work alongside other staff & volunteers.

Work unsupervised and on occasion supervise volunteers.

Occasionally, undertake light gardening duties and assist with redecorating

### **Requirements & Experience**

No formal qualifications are required.

Basic literacy and numeracy.

Confidence in the kitchen.

Ability to cater for up to 30 covers.

Experience working in the charity or voluntary sector(s).

Willingness to undertake other duties, light gardening and decorating.

### **Conditions**

The post holder is required to work 37 hours per week.

Initially this post is offered for a fixed term from commencement until 15th December 2018. Appointment is subject to a trial period of one month, after the trial period of one-month notice is required.

This position may be renewed on an annual renewable contract.

Candidates are required to reside at Marygate House. A single person's accommodation will be provided

### **Remuneration**

Remuneration will £14,430

*Paid monthly direct in a UK Bank.*

Meals are provided whilst on duty. Because of the nature of the work Bank Holidays are normal working days, but allowance for this will be made in the paid holiday entitlement.

Paid Holiday 32 days per annum or a pro rata basis.

*(10 days to be reserved for the Christmas Closure)*

Automatic enrolment into a pension scheme.

*Marygate contributes 5% of salary, candidate contributes 3%.*

In case of illness SSP will be paid

Smoking is not allowed on the premises.

The work is of a physical nature, and the premises have stairs and steps which demand a basic level of fitness and mobility.

The post holder would need to be comfortable working in a Christian based organisation, serving and welcoming mainly Christian guests from various denominations. There is no requirement to be a practicing Christian.

The post holder is required to undertake an enhanced DBS security check.

Training will be given where appropriate. The post holder will be expected to undertake Food Hygiene Training.

*We will be happy to answer questions by email to [marygate.house@gmail.com](mailto:marygate.house@gmail.com)*

**Minimum age** 18 years

**Closing date** 6<sup>th</sup> April 2018

**Interviews date** between 23<sup>rd</sup> to 26<sup>th</sup> April 2018

**Start date** TBA but as soon as possible after 26<sup>th</sup> April 2018

**To apply return a completed and signed hard copy of the application form (no CVs please) by mail to:** The Warden, Marygate House, Holy Island, Northumberland, TD15 2SD