**Assistant Director of Whalley Abbey**

Do you have experience in managing in the hospitality sector? Are you looking for a role where you can develop and where the welcome you give to guests is motivated by your Christian faith?

Working with the Director, the Assistant Director has a key role in developing Whalley Abbey to be a financially sustainable Centre for Christian Discipleship and Prayer, helping the Diocese of Blackburn to fulfil its strategic vision (Vision 2026) and providing a place of retreat and spiritual encounter for individuals and churches across the North West. The postholder will manage the day to day operations of the Abbey, ensuring compliance with all relevant legislation and policies, and will be in charge during the absence of the Director.

The postholder will also share in leading the resident praying community, lay and ordained, who contribute to the running of the Abbey. There is a genuine occupational requirement for the postholder to be a committed member of a church recognised by Churches Together in Britain and Ireland. The post is also subject to an enhanced DBS safeguarding check.

The Abbey House is a historic listed building the magnificent grounds of a ruined Cistercian Abbey. Accommodation may be available within the site.

For an informal conversation please ring Mark Ireland, Archdeacon of Blackburn, on 07866 778791 or email [mark.ireland@blackburn.anglican.org](mailto:mark.ireland@blackburn.anglican.org).

Application form to be completed and returned to Andy Cooke, HR manager for the Diocese of Blackburn with an accompanying letter of application. [Andy.cooke@blackburn.anglican.org](mailto:Andy.cooke@blackburn.anglican.org).

**Closing date: noon on Wednesday 25 October 2023**

Shortlisting Friday 27 October - candidates invited for interview will be notified on that day.

Interviews will take place at Whalley Abbey on **Wednesday 1 November 2023**. Overnight accommodation will be provided at the Abbey the night before for those who wish.

Advertisement: To all parishes and on Pathways, diocesan website, Whalley Abbey website and on social media, Retreats Association, retreat houses network.

Recruitment Pack

* Advertisement
* Job description and person specification (Attached)
* High-level strategic plan – ‘Encounter, Spiritual Refreshment, and Growth for all’ (Attached)
* Equal Opportunities monitoring form
* Confidential declaration
* Application form