

Dovedale House - House for Duty, Resident Warden

Job Description

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| Post Title: | House Warden |
| Accountable To: | Chair of the Mercian Community Trust |
| Line Managed By: | Chair of the Mercian Community Trust |
| Hours: | Flexible to suit the requirements of the Role – Estimated to be the equivalent of 2.5 Days per week. |
| Basis of Appointment: | Accommodation for Local Duties (House for Duty) |
| Tenure: | It is envisaged the appointment will initially be for a 12-month period, after successful completion of which it will be subject to 3 months' notice on either side. |

Background

Dovedale House in the stunning setting of Ilam village, has been hosting groups from the Lichfield diocese and from across the UK since 1967. It has a unique and enviable location in the village of Ilam in the midst of Dovedale towards the south of the Peak District National Park. Ranked in the top 25 places to visit in the UK with over a million visitors every year, it offers beautiful walking opportunities in the countryside as well as other activities.



Dovedale House is owned by the Lichfield Diocesan Board of Finance and managed by the Mercian Community Trust. The main house has “bunk house style” accommodation for up to 50 with groups staying on either a self-catering or catered-for basis (by a third party) at very competitive rates.

With its barn chapel, lounge, conference room and games rooms, the house provides an ideal and special environment for hosting school groups during the week (for curricular and non-curricular activities) and church groups (for outdoor activities and / or retreats) at weekends.

The Dovedale House complex is ideal for:

- School residential field trips
- Weekend activity and house parties,
- PCC away- days
- Groups needing a quiet space to work and pray together.

The house, with its enclosed garden and idyllic surroundings, offers the perfect location to encounter God within his splendid creation.

The well-equipped Dovedale Bungalow, within the complex, can accommodate up to 7 adults and is available to be hired for family holidays, short breaks, and rural retreats. Both house and bungalow are popular with returning guests, many on an annual basis;

A Unique Ministry Opportunity

This is a unique mission and ministry opportunity, located in a spectacular environment, to offer a Christian welcome and hospitality to the many groups that use Dovedale House.

The role of House Warden is on a House for Duty basis. In return for undertaking the local duties of House Warden at Dovedale the post holder will have the use of a partly furnished and modern equipped three-bedroom staff accommodation flat. The Diocese will be responsible for Council Tax, Water Rates, Heating and Lighting on the premises.

The Post is open to ordained or lay applicants. It would be ideal for an active retired person (possibly a recently retired ordained minister) or someone wishing to reduce their working hours. It would suit someone with a source of income, possibly a pension or a partner with their own job or working from home.

Role Overview

The Dovedale House Warden is responsible for the smooth operation and general running of the house to ensure users of the main house and adjacent accommodation are able to make the most of their stay. This includes managing daily tasks, replenishing consumables, ensuring site safety/security and adherence to safeguarding procedures, fostering a positive community, and ensuring users have an enjoyable, relaxing and invigorating stay in an overtly Christian setting. The Warden acts as a point of contact for residents, providing guidance and support while also managing facilities and coordinating with other staff and contractors. The Warden will, use the house's resources and support ministry team activities towards the achievement of relevant, Diocesan Strategic Framework goals.

Key Responsibilities:

- To be a live-in presence giving guests a welcome brief upon arrival and point of contact during their stay, primarily in case of emergencies, but also to address practical matters which may arise. It is anticipated that self-management of working hours should equate to a typical 'House for Duty' role, viz. 2.5 days per week.
- To inspect the House and Bungalow between group stays and report defects, breakages and items needing replacement, e.g. non-functioning fittings, and equipment.
- To participate in regular 'operations meetings' (by zoom) with staff at St. Mary's House ensuring good team communications, expedite the resolution of any practical matters, and to review forthcoming bookings.
- To coordinate the cleaning of the house and bungalow by a pool of resource comprising local labour and commercial outfits between client stays and to contribute practically to this task on occasions as necessary.

- To oversee a periodic deep-clean as appropriate of the main house by contractors.
- To systematically improve the look and 'feel' of the main house's rooms and the bungalow and by adding 'homely' touches and sourcing replacement furnishings. A budget and list of replacements will be agreed during operations meetings.
- To maintain a stock of cleaning consumables for the cleaning teams. This will include procurement (a DBF card will be provided), collection or arranging delivery.
- Coordinate the weekly collection/delivery of externally laundered linen.
- Coordinate the cutting of the house and bungalow lawns and hedges by a contractor.
- Monitor and source the replenishment of logs for the garden fire pi and bungalow's log burning stove.
- The routine cleaning of the barn chapel, infrequently used, but appreciated by Christian groups.

In addition:

- Keep a photographic record of the 'before and after' improvements, so the difference can be demonstrated.
- Make contact with groups prior to arrival, influence their room utilisation to minimise cleaning, consistent with group expectations and acquire data necessary for compliance with the fire safety arrangements.
- Explore the development of a model for a 'Friends of Dovedale House' voluntary support group.
- Contribute to the Mission Working Group's efforts in defining the future ministry of the main house in line with the Strategic Framework being used by the Diocese.
- To make use of opportunities to promote Dovedale House and enhance both local and wider prospects by engaging with organisations to increase usage of the facilities and increase revenue income.
- Be willing to engage with necessary training on safeguarding, first aid and as a fire marshal.
- To initiate post-stay feedback from clients.

Personal Attributes:

- Naturally hospitable and caring, having a good sense of humour with a relaxed openness and a genuine interest in people
- Committed to providing customer satisfaction
- Inclusive and open to all forms of spirituality and wellbeing
- Able to work collaboratively as well as on own initiative

Due to the location of the house, access to own transport is essential.

The appointment will be subject to a satisfactory Enhanced DBS clearance.

This role is a post to which an occupational requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the postholder is a practising Christian.

The Appointment

In the first instance the appointment will be for a 12-month period (after a successful 3-month probationary period) upon completion of which it will be subject to 3 months' notice from either party.

The appointment will be subject to regular reviews.

The Offer Details

1. The staff accommodation flat at Dovedale House is free of rent.
2. The Board of Finance will be responsible for the Council Tax, Water Rates and Heating and Lighting on the premises.
3. Removal expenses from property being vacated and upon vacation of Dovedale House will be met by the Board of Finance.
4. Limited storage space within one of the ancillary buildings for household furniture not needed for Dovedale House accommodation is available.
5. Working expenses will be reimbursed, so too work-related travel at the Diocesan mileage rates.
6. The staff accommodation flat has access to Wifi.
7. There is flexibility of working hours around the on-site requirements of the role.
8. There is a nominated phone/email contact at the Diocesan Office for support.

Application Process

Full details on how to apply from www.lichfield.anglican.org/vacancies

Closing date for applications: **18 July 2025**

Familiarisation and interviews: **24 and 25 July 2025**

For an informal discussion about this role contact the Chair of Trustees, The Revd Prebendary Terry Bloor by email: terry.bloor@lichfield.anglican.org