



AMPLEFORTH ABBEY

Chief Executive Officer Reporting to the Chair of Ampleforth Abbey Trust

Ampleforth Abbey Trust is looking to appoint a dynamic strategic leader to the post of Chief Executive Officer (CEO).

Purpose of the role

The post of Chief Executive Officer (CEO) leads the works of the Abbey Trust on behalf of the monastic community, providing strategic leadership and managerial oversight of the Trust's activities. In conjunction with the Chair of the Trust, the post-holder will support the Abbot in ensuring that the needs and ambitions of the monastic community are met, whilst also ensuring that the contents and pace of the Trust's forward plan align with these needs. The post-holder will work closely with the Abbot to understand fully the needs and plans of the monastery and identify the business challenges and opportunities facing the Trust arising from these.

The post-holder will take the lead in ensuring that staff, volunteers and external stakeholders are engaged in the work of the Trust. They will also maintain a professional relationship with the Head and Bursar of Ampleforth College to ensure effective co-ordination and open communication where necessary.

The CEO is accountable to the Chair of the Ampleforth Abbey Trust and will work in liaison with the Abbot, and the Head and Bursar of Ampleforth College. In addition, they will also work closely with the Co-ordinator of Hospitality and the General Manager to reflect the importance of hospitality, retreatants, groups and general visitors, to the work of the Abbey Trust.

The post-holder will work effectively with all regulatory bodies, particularly the Charity Commission, to ensure that all regulatory requirements are met.

Main Duties and Responsibilities

The key responsibilities of the CEO fall under the headings Strategy, Leadership and Management, with a particular focus on finance.

Strategy

- Developing and leading the implementation of the strategy for the

Ampleforth Abbey Trust which supports the needs of the monastic community and the delivery of the Trust's charitable objects and which has in-built clear key performance measures;

- managing the General Manager and the Finance Manager to ensure the financial sustainability of the Abbey Trust across all of its activities;
- managing the Director of Safeguarding and Wellbeing to ensure that the highest standards of safeguarding are implemented and embedded across all Trust strategies, plans and activities;
- in conjunction with the Clerk/Company Secretary ensuring that matters relating to legislation and governance – compliance, structures, policies and processes – are in place to facilitate efficient and effective working across the Trust in order to improve organisational effectiveness.

Leadership

- providing effective leadership and management to the Trust's senior officers and finance team, and managing selected Trust-wide contracts (for example, HR, IT and fundraising);
- working with the Chair of trustees to lead and deliver the Trust's fundraising activities;
- working with the Co-ordinator of Hospitality and General Manager to ensure that the Trust's activities are supportive of, and aligned with, the hospitality apostolate;
- engaging in an open and inclusive manner with all staff and volunteers who work for the Trust, engendering staff buy-in and trust developing the Trust as a highly regarded employer;
- ensuring that trustees have the information required for informed decision-making and the fulfilment of their statutory duties and that a positive and effective relationship exists between the trustees and senior officers.

Finance

- Providing effective leadership and management to the senior officers and finance team;
- Leading and building on the existing finance function, ensuring on a day-to-day level that correct policy, procedure and systems are in place for:
 - effective monitoring and reporting
 - an effective internal control environment
 - effective management of costs
 - compliance with relevant financial regulations
- Ensuring trustees have the financial information they require for them to fulfil their statutory duties.

- Working with the Investment Committee to ensure maximum return on capital for all the Trust's assets and with the directors of Ampleforth Abbey Trading Limited and the Hospitality team to diversify and maximise income streams for the Trust.

Person Specification

The CEO will be expected to demonstrate evidence of the following skills, capabilities and experience:

Essential

- Proven experience as a CEO or an appropriate other relevant role, ideally within a regulated environment;
- Demonstrable competency in strategic planning, business development and performance metrics;
- Proven experience of operation at Board and Senior Management level;
- Outstanding organisational and servant leadership abilities;
- Proven experience, understanding and working knowledge of key finance and business functions within the remit of the role;
- Accountancy qualification and experience;
- Education to degree level, ideally with a business-relevant qualification;
- Proven experience of leading change, providing clarity and direction; including team development, matrix management and project management;
- Proven experience of managing staff and as necessary addressing supportive and remedial action;
- The ability to be a successful figurehead and ambassador for the Abbey and to make effective use of internal and external networks;
- Decision-making and problem-solving skills;
- High level negotiating and influencing skills;
- High flexibility of thought and diplomacy to manage a wide variety of stakeholders;
- An empathy towards the works of the Monastic Community and to uphold the values of that community;
- Exceptional communication skills including presenting / public speaking skills;
- High levels of resilience with a positive attitude;
- Excellent interpersonal standards and skills that include personal integrity, courtesy, patience and humour;
- Satisfy all criteria and checks relating to suitability to work in a school environment.

Desirable

- Experience of working with faith-based organisations;
- Experience of working within the charity and/or education sectors;

Resources Managed

- Line management of the Director of Safeguarding and Wellbeing, the General Manager, and the Finance Team.
- Budgets: To be advised by line manager

Line Manager and Annual Appraisal Reporting Officer

- Line management from the Chair of the Ampleforth Abbey Trust. Responsibilities to additionally report to the Finance, Audit and Risk Committee and to the Investment Committee, and directly to the trustees of Ampleforth Abbey Trust.

Safer Recruitment

- Ampleforth Abbey Trust adheres to safer recruitment as part of its commitment to upholding the highest standards of safeguarding for children and adults. All offers of employment will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant pre-employment checks and the receipt of employment references.

Salary

- Highly competitive based on skills and experience

Work Location

- Ampleforth Abbey

Ability to commute / relocate

- Ampleforth Abbey: reliably commute or plan to relocate before starting work (required)

Ampleforth Abbey Trust

- Ampleforth Abbey Trust is a charitable trust registered with Companies House and the Charity Commission. Ampleforth Abbey is home to a monastic community, part of the English Benedictine Congregation, and is located in the Howardian Hills, a designated Area of Outstanding Natural Beauty. The main work of the community is hospitality, through the welcome of visitors to its retreat centre and refurbished Visitor Centre, Shop and Tearoom.

Expected Start Date

- March 2025

Closing Date for Applications

- Midday Monday 9 December 2024

Interviews

- Friday 3 January 2025 at Ampleforth Abbey

To apply please send

- A CV setting out your career history, with key responsibilities and achievements, tailored to the job description and person specification.
- A Statement of Suitability explaining your motivation for applying for this role and how you consider your personal skills, qualities and experience testify to your suitability for the role.

Applications should be sent by e-mail to the Company Secretary, Liam Kelly:
lfk@ampleforthabbey.org.uk