

Vacancies

Could God be calling you, or someone you know, to the challenging and enriching experience of Community life? We are always looking for the right people to join one of our busy teams for periods of between 3 months and 2-3 years. We are looking for enthusiastic individuals who have a desire to serve God and others. All Community members receive full board, accommodation, and an allowance rather than a traditional salary. At present we have the following opportunities:

Kitchen Team	<p>CHEF (2 YEARS) Are you passionate about food and cooking? Do you have experience of working within a busy industrial kitchen? We are looking for a Chef with relevant professional qualifications, experience, and ability to motivate, train and work within a diverse team. Working closely with the Catering Manager, the Chef is part of an international team of people who produce daily meals for both guests and Community.</p> <p>KITCHEN TEAM MEMBERS (1 YEAR) We are looking for people with all levels of catering experience to work within our dynamic, diverse, and international kitchen Team. You should be self-motivated, hard-working, and interested in developing catering skills. If you have no experience, training will be given.</p>
Admin Team	<p>BOOKINGS TEAM MEMBERS (1 YEAR) We are seeking friendly, organised, and welcoming people to work in our Bookings Team. You will be the first point of contact for guests and potential guests, so a good telephone manner, basic IT and great people skills are essential. You will be responsible for answering guest and Community enquiries and presenting a positive face of Lee Abbey's ministry to the public. Training on our booking system will be given</p> <p>PERSONNEL ADMINISTRATOR (1 YEAR) We are seeking someone with excellent administrative skills to work in our busy Human Resources environment to support our Personnel Office. You should possess excellent computer skills in Microsoft packages and be able to communicate clearly both verbally and in writing. Good inter-personal & organisational skills with the ability to maintain confidentiality and work as part of a team in a culturally diverse environment are essential requirements to the post.</p>
Youth & Children The Beacon	<p>SENIOR ACTIVITY INSTRUCTORS (2-3 YEARS) We are looking for someone with proven leadership skills and SPA qualifications gained within the outdoor activities' environment, to help run activities for the Youth & Children's Ministry at Lee Abbey. As a gifted communicator with both adults and children, you will provide support to the team and deliver a wide variety of activities including climbing, archery, orienteering, outdoor education and bush craft. In addition, you will be involved in sharing the Christian faith with groups in creative and appropriate ways. We work with schools, youth groups, families, churches, and the corporate sector. As a Senior Activity Instructor, you will receive on-going training towards SPA.</p> <p>ACTIVITY INSTRUCTORS (1-2 YEARS) We are looking for someone with leadership potential, good communication skills and an interest in outdoor activities to help run activities for the Youth & Children Ministry at Lee Abbey. You will need to be interested in working with children, young people and adults to deliver a wide variety of activities including: climbing, archery, orienteering, outdoor education, bush craft. In addition, you will be involved in sharing the Christian faith with groups in creative and appropriate ways. We work with schools, youth groups, families, churches and the corporate sector. Previous experience is not essential as training will be provided.</p> <p>YOUTH & CHILDREN'S TEAM ADMINISTRATOR (1-2 YEARS) We are looking for someone with excellent communication and administration skills who is organised and able to juggle many different tasks at once. You will need to love children and young people and be the face of the Beacon at reception, and 'the voice' on the phone. You will also work as an activity instructor, so a love of the outdoors and activities such as climbing, archery, orienteering is important.</p>

Marketing	<p>PARTNERSHIP AND ENGAGEMENT COORDINATOR (3 YEARS)</p> <p>Working directly with the Digital Storyteller and Communications Coordinator, this position will help to develop engagement with Lee Abbey partners, alumni and potential / future partnerships. The role will focus on creating, sustaining and developing strategic partnerships. It will also include reputation management and public relations. The individual will provide the necessary skills to engage with our partners in an enthusiastic and creative way, and be an excellent networker in order to manage and grow our partnerships. The role of Partnership and Engagement Coordinator will be just one part of your life here. You will also take an active role in other aspects of Community life, including serving guests at meals, participating in Community and guest services, entertainment and more, according to your gifts.</p>
House Team	<p>HOUSE TEAM MEMBERS (1 YEAR)</p> <p>Are you a reliable and effective team player, hardworking and active? Then consider joining our dynamic international House Team. As a member of the team, you will be involved in the various activities that ensure that the main areas of the house and the guests' rooms are prepared for the many visitors who come to stay and relax at Lee Abbey. Previous experience in housekeeping is ideal, but not vital as training will be given.</p>
Estate Team	<p>ESTATE TEAM MEMBER (1 YEAR)</p> <p>Lee Abbey is looking for someone to join the team. Would you be willing to give a year of your time to come and live in community and help with the efficient running of the Lee Abbey Estate, which includes 280 acres of Farm, Woodland and Gardens within the Exmoor National Park. You would be working with our own cattle, sheep and pigs as well as woodland work and garden maintenance. We are looking for people, with some relevant experience, that are keen to learn, enjoy outside work, are physically fit, work well as part of a team and are interested in countryside issues. We do however need you to hold a full driving license. In return we can offer training, widening of our experience and the opportunity to work in a beautiful part of God's creation.</p> <p>ECOLOGICAL CO-ORDINATOR (1-2 YEARS)</p> <p>Do you have experience in the environmental field and a desire to empower others and bring about change? This strategic role has evolved through a partnership between Lee Abbey and A Rocha. The role involves delivering greater environmental sustainability throughout the centre in key areas of waste, recycling and energy use. It also involves teaching adults and children a Christian perspective on environmental issues and wildlife education and advising on British wildlife for the management of the rich biodiversity of the estate.</p>
Leadership Team	<p>HEAD OF OPERATIONS (LOCAL WORKER OR COMMUNITY MEMBER)</p> <p>Are you looking for an exciting opportunity to help lead a vibrant Christian Community in welcoming thousands of guests who come to Lee Abbey each year? We are looking for a team leader/player who is able to efficiently manage day to day operations. With experience in Health & Safety, you will ensure compliance with all relevant regulations & policies. Preferably you will have significant experience and or have the relevant qualification IOSH or equivalent. You should be a self-starter, possess excellent organisational skills and be able to lead a team in a diverse, multicultural environment. This role is also advertised as a permanent paid local worker role. When you enquire, please let us know if you are interested in the role as a local worker or Community member.</p>
Interested in joining the Lee Abbey Community?	<p>If you feel you may be called to Community life, please either</p> <ul style="list-style-type: none"> ❖ Call 01598 754250 to speak with Lorraine in Personnel ❖ Send a CV to personnel@LeeAbbey.org.uk. ❖ Write to Personnel, Lee Abbey, Lynton, North Devon, EX35 6JJ ❖ Visit the website www.leeabbeydevon.org.uk/community for more information <p>We are committed to safeguarding the welfare of children & Adults and expect all who join Community to share this commitment. As part of the application process, references and enhanced DBS checks will be requested.</p>