



**Epiphany House**  
The Epiphany Trust (Truro) Limited

*Appointment of Resources Manager*

**Application Pack**

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**Epiphany House**  
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**Advertisement**

**THE EPIPHANY TRUST (TRURO) Ltd**

The Trustees wish to appoint a **part-time**

***Resources Manager***

for Epiphany House.

Closing date for applications: Friday 3<sup>rd</sup>  
December 2021

The Resources Manager will oversee the finances and property of the house. They will work closely with our Operations Director to sustain and continue the development of the ministry of the House within both its spiritual and secular dimensions. This is a part time role (18-20hrs/week and the salary is negotiable).

Full details and an application form are available from the website:

<http://www.epiphanyhouse.co.uk>

Tel: 01872 857953

Or, Email: [manager@epiphanyhouse.co.uk](mailto:manager@epiphanyhouse.co.uk)



## **Mission and Objectives of the Epiphany Trust (Truro) Ltd**

The Epiphany Trust (Truro) Ltd is an ecumenical Christian charity formed in 2002. The Trust's mission is:

- To provide a place of peace, prayer and worship where people can explore Christian spirituality, to further their own spiritual journey and deepen their relationship with God
- To provide creative opportunities, resources and a venue to support those in need and the agencies and other charities who help them
- To offer the provision of a venue and opportunities for community and Christian groups for learning, development, rehearsal, lectures and study

To enable the Trust to fulfil these objectives we run Epiphany House, in Truro, as a Conference and Retreat Centre. This historic building, often described as a 'haven of peace', has a number of meeting rooms, overnight accommodation and a chapel. The Trust aims to make the fullest and most effective use of what the house can offer, and to this end we are committed to offering excellent hospitality to all who visit us. This is at the heart of all we do, in providing:

- a centre for prayer, spiritual retreat and renewal
- a place of peace and acceptance allowing respite and refuge, healing and growth
- a resource for Cornish Christian organisations
- a space to minister to those in full-time ministry
- a meeting space for churches' training courses and away days
- a place for Quiet Days and retreats
- a rehearsal space for music and dance groups
- a space for training courses
- a community space for various clubs and groups
- consulting rooms for spiritual directors, counsellors and therapists
- a venue for celebrations
- a meeting place for businesses, public sector and charitable voluntary organisations

As a charity we are particularly concerned with helping those who are disadvantaged and we therefore offer special rates, small bursaries and consideration to those who would otherwise not be able to take advantage of our facilities.

The house is set in beautiful grounds that are enjoyed by our many visitors and members of the public who regularly walk through them, enjoying the views and the rich variety of wildlife in the grounds. An area of the grounds is set aside to make 'allotments' for the use of groups for whom gardening can offer therapeutic benefit. The house is acknowledged by many of our guests as a place where they can find rest, silence, healing, and solace in their often hectic or difficult lives.

**Job Description – Resources Manager**

The Resources Manager will work closely with the Operations Director and other staff to sustain and continue the development of the ministry of the House within both its spiritual and secular dimensions. The post will be based at Epiphany House, although some remote working may be possible with agreement of the Operations Director.

The Resources Manager will oversee the finances and property of the house, and, in particular, will have the following areas of responsibility:

**1. Budgets and Managing Accounts**

- a. Prepare a detailed annual budget.
- b. Produce monthly management accounts on a timely basis.
- c. Monitor expenditure against budget and work with the Operations Director to ensure that financial variances are identified and targets achieved.
- d. Ensure that all accounting processes and financial management meets appropriate standards and that final accounts are formally approved as appropriate on an annual basis.
- e. Supervise the Bookkeeper and any other finance staff.
- f. Prepare and submit monthly salary and pension data

**2. Strategy**

Assist in the development and implementation of the Board's strategic decisions.

**3. Staff Management**

Ensure that staff policies and practices meet current employment legislation and best practice.

**4. Property and resources**

- a. Together with the Operations Director ensure that the House is properly equipped and furnished and maintained to a high standard of comfort and cleanliness.
- b. Manage the ongoing repairs and maintenance of the buildings and grounds belonging to the Trust.
- c. Manage the rental property Wych Elms.

**5. Other duties**

- a. Deal with all insurance matters and regularity issues such as with Companies House and the Charity Commission.
- b. Perform other reasonable duties as required to ensure the smooth running of the House.



# Epiphany House

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## **Person Profile**

### **Essential**

- Finance skills and experience, including bookkeeping; preparation and analysis of monthly management accounts; budget preparation, cashflow forecasting and management; overseeing banking and payments.
- Understanding and knowledge of current accounting standards and best practices.
- Up to date knowledge of Charity Accounting standards and principles
- Knowledge of UK Charity law
- Good team leadership skills and experience
- Willingness to work contracted hours on a flexible basis in line with operational requirements.
- Understanding of and sympathy with Epiphany Trust's Christian values and background and a commitment to uphold and work within these values

### **Desirable**

- Experience of working as part of a small team
- Strong written and oral communication skills
- Knowledge of current employment legislation and best practices
- Property management and maintenance experience