

## **JOB ADVERT**

### **Shrine and Pugin Centre Manager at St Augustine's, Ramsgate**

The Shrine of St Augustine in Ramsgate is looking to recruit a Manager for the Shrine of St Augustine and the National Pugin Centre. This will initially be on a 12 month fixed term contract. The role is to manage the day to day functioning of the Shrine and Visitor centre at St Augustine's. With the help of the Shrine Rector and a strong volunteer team it involves carrying out all functions of the site. One particular focus of the role is to assist in carrying out the activity brief of the present Heritage Lottery Fund project (and potential future projects). In-job training will be available. The person appointed will be the primary contact for all activities associated with volunteers and the local community and will work closely with all key personnel involved in the work of the shrine and centre. The work of the appointee will enable St Augustine's to function successfully now that its new Visitor, Education and Research centre is functional. It should allow also the site to increase its footfall by successful outreach, advertising and activities. This job may be of particular interest to someone who is young and wanting to develop skills alongside our team or an experienced person who is keen to work more vocationally having personal interest in the project.

Previous experience and skills:

1. The person must be an independent worker, and a self-starter, who does not mind both a quiet office environment and extended periods of contact with volunteers and visitors.
2. Preferably experience of managing and working with institutions, people and volunteers or at least understanding of some of the issues that might arise.
3. Is interested in learning about the different audiences who will be visiting St Augustine's and is sensitive to their expectations whether religious or secular. At least some experience of working in the fields of education and/or heritage and possessing sufficient understanding of the Catholic Church.
4. Is willing to learn and tell others about the significance of the heritage of Pugin and St Augustine.
5. Has good IT skills and has adequate knowledge of databases and record keeping.

This post will be supported by the staff at St Augustine's and the Pugin Centre and there is a budget for external training.

Hours of work are 9am-5.30pm on 5 days per week. Salary £16,500 to £18,000 per annum depending on experience.

If you would like to apply for this position please email your CV to the shrine Rector Fr Marcus Holden ([revmarcusholden@yahoo.co.uk](mailto:revmarcusholden@yahoo.co.uk)) by the closing date of Friday 10<sup>th</sup> November. Request can also be made for the full job description. Interviews are planned for Tuesday 14<sup>th</sup> November.

Please do not apply for this job if you do not have current permission to work in the UK.