



The Diocese of
Southwark

Team member | Wychcroft Retreat and Training Centre

Closing date: 26th July 2025



**Christ
Centred**
**Outward
Focused**



**The Diocese of
Southwark**

Richard Ellis

Richard.Ellis@southwark.anglican.org

Wychcroft Retreat Centre
South Park Lane
Bletchingley
Redhill
RH1 4NE

www.southwark.anglican.org

Dear Applicant,

I am pleased that you are interested in the post of Hospitality/Catering/Housekeeping Team Member.

I hope that you will find it is an exciting role.

This is an excellent opportunity for someone to make a real difference to the work of the Diocese through the extremely important task of providing a welcoming atmosphere for all of our guests.

If you would like an informal discussion about the role, please email me at:
richard.ellis@southwark.anglican.org

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. To apply for this role, please visit <http://pathways.churchofengland.org> then search for the role title. The closing date for this vacancy is Saturday 26th July 2025.

If this role interests you, and you believe that you have the necessary skills, experience and enthusiasm, we would very much like to hear from you.

Richard Ellis

Centre Manager, Wychcroft



The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Diocese of Southwark Job Description

Job Title:	Team member - Hospitality/Catering/Housekeeping
Hours of work:	Full time 32.5 hours over 5 days, including weekends or Part time three to four 6.5 hour shifts per week
Salary:	£ 12.21 per hour
Location:	Wychcroft, Bletchingley
Reporting To:	Line manager
Job Purpose:	To work as part of a team in carrying out catering, cleaning and general housekeeping duties. To provide a warm and helpful service to guests so as to make their stay as comfortable and enjoyable as possible.

Background:

Wychcroft is a large Victorian country house situated on the South Park Farm Estate in the Surrey countryside. It serves as a retreat centre for the Diocese of Southwark and is used by many diocesan and parish groups, for both day and residential gatherings. The House has 23 bedrooms, together with three meeting rooms and a dining room. It has a palatial wood panelled entrance hall with a grand staircase. A separate chapel sits adjacent to the House.

The House team members are at the heart of the operation of the House. They provide hospitality, home-cooking and housekeeping to a high standard. Beyond the important work of hospitality, the rest of the team's activities are intentionally unobtrusive. This allows the House to maintain a still and peaceable atmosphere with guests being able to move around without disturbance.

Main responsibilities

1. Catering

- a) The preparation, cooking and serving of meals
- b) Catering for special dietary needs
- c) Contributing to menu planning
- d) Monitoring food and kitchen items for low stock
- e) Cleaning of the kitchen and its equipment on a daily basis

2. Housekeeping

- a) Cleaning of meeting rooms, the Chapel and communal areas
- b) Cleaning of bedrooms, including making beds
- c) Cleaning of showers, bathrooms and toilets
- d) Laundry duties: such as washing, folding and ironing

3. Hospitality

- a) Greeting guests on their arrival
- b) Taking luggage to rooms (if necessary)
- c) Providing tea and coffee service
- d) Maintaining the guest pantry
- e) Responding to ad-hoc guest hospitality requests

4. Other

- a) The nature of the House and the key role that the team members play, means that other tasks may be required from time to time to enable its smooth running.

Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

- A willingness to serve, in an unobtrusive style, to the highest standards of hospitality, which enables our guests to make the most of their stay.
- Experience of cooking, and a good awareness of food hygiene is essential.
- Being able to work as part of a team, with a flexible attitude to enable you to support and help others when needed.
- A strong commitment to the values, culture and ethos of the Church of England is important, and to share the spirit of service, hospitality and team life.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.



The Diocese of
Southwark

TERMS AND CONDITIONS

Team member | Wychcroft Retreat and Training Centre

part or full-time posts available

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Wychcroft Retreat Centre, South Park Lane, Bletchingley, Redhill, RH1 4NE

Salary

The post has a salary of £ 12.21 per hour.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

These will vary according to House bookings and other needs.

The annual leave entitlement is on a pro-rata basis based on a full time equivalent of 26 days per annum, plus eight statutory bank holidays and two local holidays. There may be an occasional need to work on a bank holiday. Accrued annual leave entitlement is allocated according to the operational needs of the House. Currently, annual leave is granted during the whole month of August, two weeks over the Christmas and New Year period, and a week at Easter.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

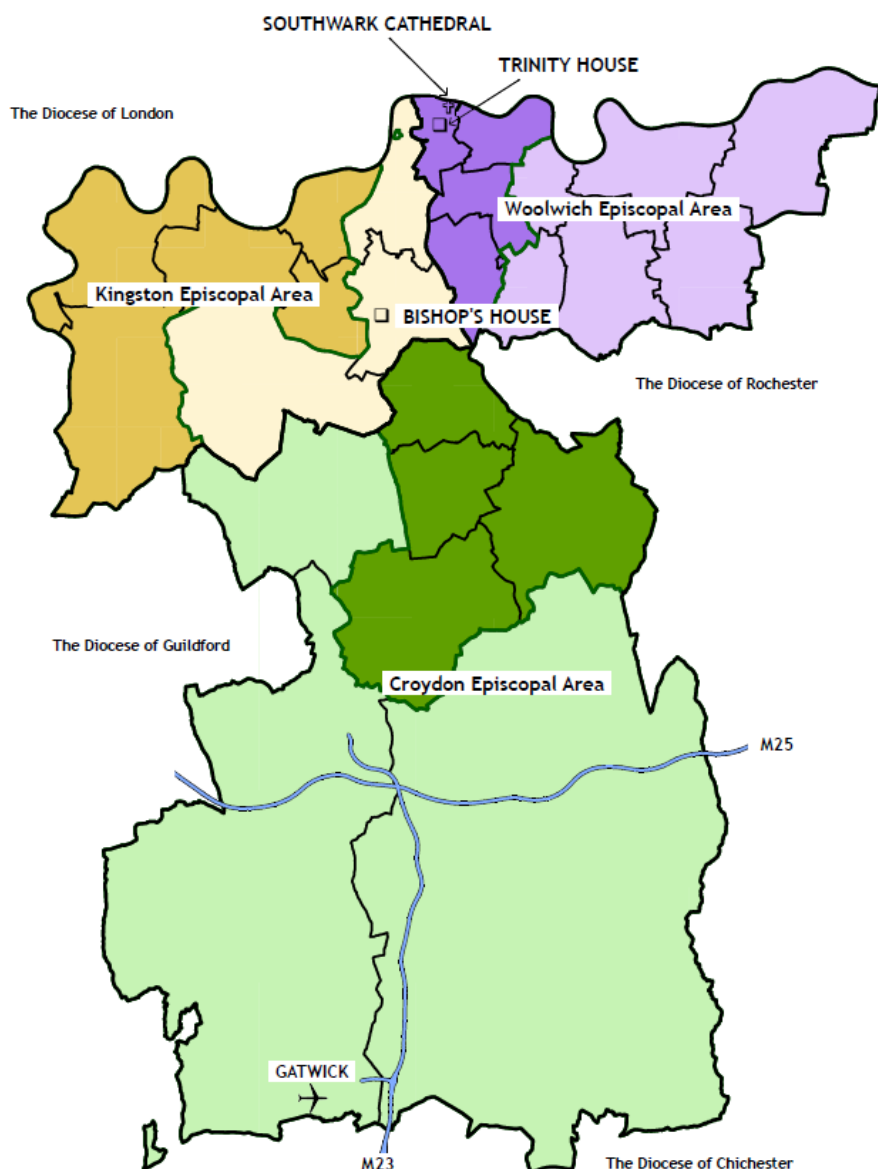


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

Wychcroft Retreat and Training Centre

Wychcroft is a place of hospitality, welcoming all who seek to deepen their relationship with God and live more authentically as Disciples of Christ.

It exists particularly to resource the mission of God, by providing opportunities and space for nurture and prayer, excellent facilities for training and learning, and welcoming and comfortable accommodation.

It is our aim that each person who comes to Wychcroft will leave refreshed and resourced for their daily life. The house is available for day visits, groups and residential.

The facilities consist of: a large lounge/common room; two smaller meeting rooms; a large dining room; a spacious hall; the Chapel, dedicated to the People of God, adaptable for groups to worship or for larger groups to meet; 23 bedrooms which can accommodate up to 36 guests.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p>DIOCESAN STAFF PURPOSE</p> <p>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p>DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p>DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability