



Centre Manager – Job Advert

Franciscan Centre, Ladywell

Godalming, Surrey

Full-time | Some weekend work is essential | Permanent | Salary: £45,000-£47,500pa

The Franciscan Centre Ladywell (FCL) is a 24-bedroom Catholic Spirituality Centre and a ministry of the Franciscan Missionaries of the Divine Motherhood (FMDM), a Catholic Congregation of Missionary Sisters. The Centre is situated within the broader Ladywell campus, which is home to two communities of Sisters and the Congregational Administrative Centre.

Operating 7 days a week, our Centre offers a peaceful environment where guests can retreat from their busy lives to pray, meditate, and take part in private or guided retreats, courses or attend group meetings. Rooted in our Franciscan mission and values, the Franciscan Centre is a place of welcome, reflection, and renewal.

We are seeking a dedicated Centre Manager to join our team and oversee the smooth running of the Centre, ensuring the highest standards of hospitality and service across the operational functions of the Centre.

About the Role

The Centre Manager holds responsibility for the operational management of the Franciscan Centre Ladywell, which includes three buildings and surrounding grounds. Reporting into the Centre's Spirituality Director, you will ensure that the quality, ambience, and upkeep of the Centre reflect our Franciscan ethos of simplicity, hospitality, and care for creation.

Key responsibilities include:

- Sustaining and promoting the Franciscan mission, values, and spirituality in all areas of work especially in relation to the Centre being a place of reflection and prayer.
- Working collaboratively and in partnership with others for whom Ladywell is home or their place of work.
- Providing operational oversight of the Centre, ensuring excellence in all areas of hospitality.
- Working with the Head Chef and Hospitality Manager to ensure the high-quality offered by our catering team is maintained.
- Ensuring that housekeeping services remain fit for purpose in collaboration with the Housekeeping Supervisor and their team.

- Managing and supporting the office team, who deliver administrative and hospitality support.
- Overseeing the maintenance and presentation of the Centre buildings and grounds through liaison with the Facilities Supervisor.
- Ensuring a welcoming environment for all guests, staff, and volunteers.
- Working collaboratively with the Spirituality Director to plan and deliver a range of retreats, courses, and events.

About You

We are looking for a committed, compassionate, and organised individual who combines strong leadership and operational management skills with an understanding of the needs of a faith-based spirituality centre.

Essential qualities include:

- Proven experience in centre, hospitality, or operations management (preferably in a retreat, hospitality, or non-profit environment).
- Strong leadership and team management skills.
- Excellent organisational and communication abilities.
- A collaborative and flexible approach.
- An appreciation and respect for the Franciscan Catholic mission and spirituality that underpin all our work.

What We Offer

- The opportunity to work in a beautiful, peaceful setting with a purpose-driven community.
- A supportive and collaborative working environment.
- Competitive salary and benefits.
- Opportunities for spiritual and professional growth.

How to Apply

If you would like to learn more about the role or would like to arrange a visit to our Centre, please contact recruitment@ladywell.org.uk, we would love to hear from you.

Please send your CV and a covering letter outlining your interest and suitability for the role to:

 recruitment@ladywell.org.uk

 Closing date: 24th November 2025