



**The Society of African Missions (SMA)  
wish to recruit**

**Director  
SMA Dromantine Retreat & Conference Centre  
Dromantine**

**Full time  
40 hours per week.**

**The Role**

The Director of SMA Dromantine Retreat & Conference Centre will lead and manage all business operations and hospitality services within the SMA Dromantine Retreat & Conference Centre, Dromantine Newry. This role requires a dynamic and strategic leader who can drive business growth, enhance customer experiences and ensure operational excellence. The ideal candidate will have extensive experience in both business management and the hospitality industry, with a proven track record of leadership, innovation and delivering high-quality services.

**Essential Criteria**

**Qualifications**

- Bachelor's degree in business administration, Hospitality Management, or a related field

**Experience**

- Minimum of 10 years of experience in business management and hospitality, with at least 5 years in a leadership role.

**Competencies**

- Strong financial acumen and experience with budgeting, forecasting, and financial analysis.
- Excellent leadership, communication, and interpersonal skills
- Ability to think strategically and make data-driven decisions.
- Proficient in using business management software and tools.
- Strong problem-solving skills and ability to work under pressure.
- Proven track record of driving business growth and enhancing customer experiences.
- Ability to work on own initiative with excellent organisational and time management skills.
- Ability to work effectively in a team environment.
- Ability to work to tight deadlines.
- A capacity to work with, build effective working relationships.
- A willingness to learn about the SMA and to engage with SMA personnel.
- Compliance fully with SMA safeguarding and data protection protocols.

*Society of African Missions are an Equal Opportunities Employer*

## **Terms and Conditions**

**Contract duration:** Permanent Contract

**Hours per week:** This will be a Full-time role comprising a working week of 40 hours per week.. This position will require working outside of normal business hours, including evenings and weekends.

**Work location:** The position will be based in SMA Dromantine Retreat & Conference Centre Dromantine, 96 Glen Road Newry Co. Down BT35 1RH. Travel may be required to various locations for business development and client meetings.

**Safeguarding:** The candidate must be willing to comply fully with SMA safeguarding and data protection protocols.

**Starting date:** To be confirmed.

**Salary:** £45K-£50K stg depending on experience.

**Vetting:** The appointment will be subject to suitable references and a Access NI vetting in accordance with Child Protection & Safeguarding requirements and confirmed on completion of a six-month probationary period.

### **Application:**

Applications and submission of CV should be emailed to: HR Consultant Kevin McDonald via email:

[info@kmdhrsolutions.com](mailto:info@kmdhrsolutions.com)

### **Applications should include:**

1. Covering letter of application
2. Full Curriculum Vitae illustrating how you meet the essential criteria outlined above with details of two referees which one must be your recent employer. Referees will only be called, if you have been successfully selected for the position, however appointment will be subject to satisfactory references.

**The deadline for applications is:** 31.10.24

Interviews will be held in person, in SMA Dromantine Retreat & Conference Centre, Dromantine, 96 Glen Road, Newry, Co. Down, BT35 1RH



## Director

### SMA Dromantine Retreat & Conference Centre

#### Job Description

##### Society of African Missions

The Society of African Missions [SMA] is an international Society of priests and brothers dedicated to the preaching of the Gospel of Jesus Christ particularly in Africa and among peoples of African origin. Conscious that the Gospel embraces all aspects of human life, the SMA is committed to engaging in activities that promote and respects human dignity as well as the care and protection of creation.

**Position** – Director of SMA Dromantine Retreat & Conference Centre.

The Director of SMA Dromantine Retreat & Conference Centre will lead and manage all business operations and hospitality services of the SMA Dromantine Retreat & Conference Centre, Newry. This role requires a dynamic and strategic leader who can drive business growth, enhance customer experiences, and ensure operational excellence. The ideal candidate will have extensive experience in both business management and the hospitality industry, with a proven track record of leadership, innovation, and delivering high-quality services.

**Reports to:** SMA Leadership Team Dromantine on behalf of SMA Provincial Leadership Team, Cork

**Key Relationships:** SMA Leadership team Dromantine, Provincial Leadership Team (Cork). SMA Provincial Bursar Office, SMA employees and other stakeholders.

##### **Key Responsibilities:**

###### **Business Operations:**

- Develop and implement strategic business plan to achieve SMA Dromantine Retreat & Conference Centre goals and objectives.
- Oversee financial performance, budgeting and forecasting to ensure profitability and growth.
- Identify and pursue new business opportunities for the SMA Dromantine Retreat & Conference Centre
- Manage and optimize business processes to improve efficiency and productivity.
- Ensure compliance with all regulatory requirements and hospitality industry standards.

###### **Hospitality Services:**

- In conjunction with the Hospitality & Events Managers, Admin Officer and the Hospitality team, deliver exceptional customer service and guest experiences.
- Oversee the operations of all hospitality-related services, including kitchen, food and beverage, accommodation, event management and customer service.
- Develop and implement hospitality/conference programs and initiatives to enhance guest satisfaction.
- Monitor customer feedback and implement improvements to service delivery.

###### **Leadership and Team Management:**

- Recruit, train and mentor a high-performing team of management and staff.

- Foster a positive and inclusive workplace culture that promotes teamwork, innovation and professional growth.
- Set performance management goals, conduct regular evaluations and provide constructive feedback.
- Ensure all team members adhere to SMA Dromantine Retreat & Conference Centre policies, procedures and standards.

#### **Marketing and Sales:**

- Develop and execute marketing strategies to promote SMA Dromantine Retreat & Conference Centre business and hospitality services.
- Collaborate with the Hospitality & Events Managers and the Hospitality team to identify and target key markets and customer segments.
- Build and maintain strong relationships with clients and stakeholders.
- Represent the company at industry events, conferences and networking opportunities.

***In addition to the specific duties and responsibilities outlined above, all employees should be aware of their own specific responsibility towards the following:***

- Observing and commitment to the SMA Mission.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- Maintain confidentiality and alert your line manager to any breaches of confidentiality.
- Uphold ethical and professional standards and not behave in a manner that may bring the SMA into disrepute.
- Act in ways that support a culture which promotes equality and diversity of values.
- Take responsibility for one's own personal development and support the development of others to enhance their skills and knowledge.
- Adhere to Safeguarding and Data Protection (GDPR) principles and practice.
- To observe and comply with all policies and procedures as contained within the SMA Employee Handbook and all other SMA policies and procedures.

*This Job Description is intended to provide a framework rather than set limits. The SMA reserves the right to vary the terms of this Job Description by changing, adding to or taking from the duties depending on the needs of the SMA mission and after consultation with the jobholder.*

## **PERSON SPECIFICATION**

### **Essential Criteria**

#### **Qualifications**

- Bachelor Degree in Business Administration, Hospitality Management, or a related field

#### **Experience**

- Minimum of 10 years of experience in business management and hospitality, with at least 5 years in a leadership role.

#### **Competencies**

- Strong financial acumen and experience with budgeting, forecasting, and financial analysis.
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