



July 2022

# Inside Ladywell in Bloom



Ladywell Front door welcomes everyone with coloured flowers planted by Sr Mary Burke and watered faithfully by Paolo Cafiero. Thank you.



St Francis and St Clare prayerfully set the scene as we enter Ladywell



Just as Sr Maureen Halley was leaving for her long overdue rest and renewal in Ireland, this beautiful Hot Air Balloon came hovering over the sunken garden. Did she take the scenic route .. we wonder?



Paolo Cafiero's new bike was blessed by Srs Mary Burke & Monica Delaney - Happy Safe Cycling Paolo.



This special Cactus lives in St Clare's laundry, is tended by Sr Maureen, only blooms for 24 hrs. Paolo Cafiero captured it beautifully.



The wrought iron gate and railings leading to the sunken garden have been beautifully painted shiny black by Jake Horton and the hedges shaped by Terry Welland

*News, Views and Photos for everyone in Ladywell*

# La Verna's Secret Gardens



Sr Hazel Buckley tends this inner bright garden with some sweet peas just beginning to bloom.



Sr Josie Lanigan faithfully plants, weeds and waters this inner garden.



Sr Julie de Chiara cares for this inner garden and the outside hanging baskets with love.



Sr Mary Burke has a very, peaceful colourful garden between the Main Chapel and La Verna Chapel



Thank you everyone for your great emails and photos this month. Please keep sending your stories, news items & photos for sharing, to Sister Frances Hall: [frances\\_hall@hotmail.com](mailto:frances_hall@hotmail.com)

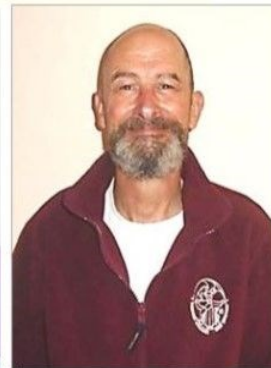


In St Clare's - Marie Grogan enjoyed a lovely Feastday

**A BIG WELCOME TO:**



Camelia Negoita who is a lovely carer in La Verna



Jake Horton who joined our Estates and Facilities Team

Sr Aggie Ken travelled to Middlesex University for Aiman Hazim - her GrandNephew's graduation in Health and Safety Studies to represent his mother who was unable to go. Congratulations Aiman!



Sometime ago this huge tree outside La Verna was cut down and made into logs... the large piece of trunk was left, as it had a cavity with straw at the opening.. some time later tweets were heard there .. So we and the birds say thank you to the kind tree surgeons.



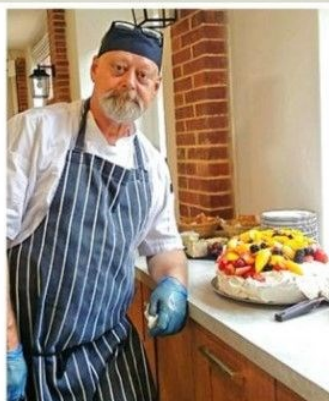
Ann with Mary Rose and Jude



In St Clare's - Sr Ann Leahy had a great 80th Birthday



Ann with Concilia Chemhere



Chef David with a spectacular Pavlova

**STAYCATION at Ladywell**  
 Ashstead Lane, GU71ST  
**TUESDAY 9TH AUGUST 2022**  
 Open Afternoon 2.00PM - 4.00PM

The FMDM sisters have lived in Ladywell for 66 yrs... We invite you to tour our interesting house, lovely spacious grounds and enjoy a cream tea.



Meet some of the Sisters who live here and hear a bit about Ladywell - its history and the Sisters' missionary outreach across the world.

**★** In addition to our tradition Cream Tea with locally produced Strawberries, we will also offer Cheese Scones and Gluten-free Scones. We look forward to seeing you..



[www.godalming-tc.gov.uk/staycation.htm](http://www.godalming-tc.gov.uk/staycation.htm)

**A local event at Ladywell for local residents and friends... do come**

Many grateful thanks to Tom, such a lovely caring companion to be with over pleasant long journeys.

Thank you to Olly for looking after us in the kitchen and dining room. We missed you when you were away.

Thank you to all our wonderful sisters, this is such a wonderful place to work and I love everyday coming to see you all

**THIS IS LA VERNA'S 'SHOUT OUT' BOARD IN RECEPTION**

—  
IT IS A NICE WAY TO SHARE OUR THANK YOU'S TO ANYONE WITH EVERYONE.

—  
THE THANK YOU IS WRITTEN ON A POST-IT NOTE AND DISPLAYED FOR A FEW WEEKS BEFORE BEING GIVEN TO THE KIND PERSON MENTIONED

Thank you Tom for you willingly stepping in to my rescue to finalise my passport renewal yesterday and for the comfort in being driven too and from the embassy - Caroline



Thank you Lorraine for always responding to our needs and for the cake for my friend's jubilee.

Very grateful thanks to the cleaners who washed my bedroom carpets so beautifully. Lovely to come back and see it so well done.

Vone, thank you for your kindness and attentiveness, you are the first to notice the sisters' needs and fulfil them so graciously and with a lovely smile - Hazel.

Claire - Carer thank you for your gentle presence, it is much appreciated, you really have settled in well.

Lorraine - many thanks for the lemon drizzle cake made for the sisters.

Thanks to Loraine for arranging my travel so perfectly, all was well.

Thank you Tom, for your calm, careful driving and pleasant company - Mary B.

## EMPLOYMENT OPPORTUNITIES IN LADYWELL

### CARE ASSISTANTS (DAYS), CATERING ASSISTANTS (BANK) & PROJECT SUPPORT OFFICER (FULL TIME)

#### CARE ASSISTANTS - (DAYS)

A unique care environment where you can truly make a difference! Join us now as a Care Assistant and help support an inspirational group of women, who have dedicated their lives to helping those in need.

**Why do we think you should work at Ladywell? As well as competitive pay and benefits, we have:**

- Dedicated on-going support for all staff and key workers
- Accommodation available
- Excellent Covid-19 controls in place and extremely low cases numbers, with risk management committee and Covid-19 panel in place.
- Free on-site meals and parking
- Full training able to be provided
- Paid Holidays
- Mental Health and Wellbeing programmes
- Full, part time and bank hours available
- Competitive hourly rate - depending on qualifications, shifts and experience

Based within the beautiful grounds of FMDM Ladywell Convent in Godalming, our La Verna Care Home accommodates our sisters who have served on mission all across the world for all their lives. We are looking for compassionate individuals who enjoy working as part of a team and delivering exceptional levels of care. We are a real living wage employer, and our rates are for experienced carers but if you want to start a career in Care full training and support will be provided. We uphold excellent standards in COVID management with a highly skilled clinical team leading.

*Please be aware this vacancy is restricted to females under Section 7 of the Discrimination Act.*

*Job offer will be subject to work 2 x references and an enhanced DBS \*Terms and conditions apply.*

To find out about our hourly rates and shifts Email: . [Recruitment@ladywell.org.uk](mailto:Recruitment@ladywell.org.uk) / Tel: 01483 425775

#### CATERING ASSISTANTS - (BANK) - (FULL OR PART TIME)

We are looking for a caring and kind Catering Assistant to join our varied and unique setting.

This role is an excellent opportunity to be directly involved and interact with Sisters, while being able to gain a variety of catering experiences. This is a full-time permanent role, working 5 out of 7 day, 37.5 hours per week, this will include some weekend and evening work until 7.30pm. For the right candidate part-time hours may be considered subject to shift times.

#### About the Role

As part of the catering and hospitality team you will assist with the Sisters and Staff daily meal preparation, ensuring that the washing up and general cleanliness of the kitchen/serving areas are kept to a very high standard, while also assisting with serving food for mealtimes, events, and feast days.

- Your duties, will include but not be limited to:
- Helping to prepare vegetables and food products
- Assist and maintain the cleanliness of the catering department
- Dining room set up and clean down
- Ensure ovens and equipment are kept clean, under the direction of the Chef in Charge
- Ensure that food policies and standards are adhered to
- Safer Food, Better Business (SFBB) information is completed and up to date (as and when required)
- Undertaking any other duties that are assigned



#### About You

To succeed in this role, you will need to have a hands-on approach, with a positive, can-do attitude. Previous experience in a similar role would be of benefit, however full training can be provided for the right candidate. You'll be an excellent team player, with a keen eye for detail and able to follow instructions. Training will be given in the use of any kitchen machinery.

#### Franciscan Missionaries of the Divine Motherhood -

[www.fmdminternational.co.uk](http://www.fmdminternational.co.uk)

LADYWELL CONVENT, ASHSTEAD LANE, GODALMING, SURREY, GU7 1ST

Charitable Trusts of the Congregation of FMDM:

Charity Registration Number (England and Wales): 232098

Email: . [Recruitment@ladywell.org.uk](mailto:Recruitment@ladywell.org.uk) / Tel: 01483 425775



EMPLOYEE SURVEY

### COMING SOON - AUGUST 2022

LADYWELL IS INVITING ALL EMPLOYEES TO TAKE PART IN OUR EMPLOYEE SURVEY. YOUR OPINION MATTERS. AND WE'D LOVE FOR YOU TO GET INVOLVED TO HELP SHAPE THE FUTURE OF LADYWELL! ONCE THE DATE IS CONFIRMED, YOU'LL BE SENT A LINK FROM AN EXTERNAL ORGANISATION WITH FURTHER DETAILS. THE SURVEY WILL BE 100% PRIVATE AND CONFIDENTIAL.

PLEASE ENSURE HR HAS YOUR CORRECT EMAIL ADDRESS ON BRIGHTHR.

HARD COPIES WILL ALSO BE AVAILABLE FROM THE HR OFFICE



## PROJECT SUPPORT OFFICER (FULL TIME)

### Overview

We are recruiting for an organised and detail-orientated Project Support Officer.

This is a key role that will assist the Congregational Leadership Team (CLT) in effectively coordinating and administering the project activities of the Congregation.

As part of this role, you'll act as the first point of contact in providing information and guidance on all enquiries relating to incoming and outgoing donations and project funding, while building relationships with both the Sisters and external stakeholders. Effective and sensitive communication skills, both verbal and written, along with excellent organisational skills, lie at the heart of this role.

This is a full-time role working 9am – 5pm, Monday to Friday, for the right candidate there may be the option for flexibility on workings days/times.

Please note that this role is based at Ladywell Convent, Godalming, but will require the occasional travel to Ireland, the Middle East and Africa.

### About the Role

Your main responsibilities for this role are listed below; however, they are not exhaustive:

- ◆ Work closely with the finance team, our FMDM sisters, and other team members of the wider congregation to administer all aspects of incoming and outgoing project funding and donations. You will edit and submit accurate project funding applications/proposals, ensuring accurate reporting on both for FMDM's own internal projects and those funded by external donors.
- ◆ Administer and organise the quarterly Projects Sub-Committee (PSC) meetings, including the preparation of the agenda and documentation for consideration at each of those meetings, ensuring deadlines/targets are met. You'll also minute the PSC Meetings, and action the points agreed.
- ◆ Assist the worldwide congregational teams to apply for, monitor and report on projects for which FMDM has received external funding from donors. You'll also provide feedback on their final project reports and on their project funding applications and ensure follow-up and closure regarding any issues raised.
- ◆ Liaise with and support the project teams in Nigeria, Zambia and Zimbabwe with their project funding applications and ensure the timely submission and filing of all final project reports.
- ◆ Administer the receipt, processing and acknowledgement of donations, plus the claiming of gift-aid, while keeping accurate records of all incoming and outgoing donations. You'll also draft and lay out the Trustees' Report for the FMDM Report and Accounts each year.
- ◆ As part of this role, you'll also attend meetings and training with external donors on behalf of FMDM, and feedback relevant information and requirements to FMDM mission project teams, in Nigeria, Zambia, Zimbabwe, and Palestine.
- ◆ Receive, collate, reconcile and file receipts and expenditure reports from FMDM missions and external donees, regarding all FMDM project funding.

### About You

To succeed in this role, you will need to be highly organised, thorough, and accurate. Ideally you should have experience working in a similar role, where you have worked in a project setting or the voluntary/not-for-profit or charity sector. You'll have the ability to establish, communicate, and manage multiple deadlines. You will ensure work is completed with the highest accuracy, working with the uttermost level of confidentiality, honesty and reliability. You will be able to use your initiative, plan ahead, work independently and be able to prioritise accordingly. Excellent IT skills are a must, including working knowledge of MS Office 365, and you must be willing to travel to Nigeria, Zambia and Zimbabwe to see the projects in action, from time to time.

**CUT-OFF DATE:** Sunday 24th July 2022.

**INTERVIEWS:** We anticipate interviews to take place the week commencing the 25th July 2022.

Franciscan Missionaries of the Divine Motherhood - [www.fmdminternational.co.uk](http://www.fmdminternational.co.uk)  
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