



SU Scotland
Lendrick Muir

Centre Support Volunteer

Recruitment Pack

September 2017



Hello.

Thank you for taking the time to check out this exciting opportunity to join the Lendrick Muir team within Scripture Union Scotland.

As an organisation our shared vision is to see the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.

Lendrick Muir is a busy and vibrant residential centre which forms a growing and dynamic part of our ministry. More information on the centre can be found at www.lendrickmuir.org.uk.

The **Centre Support Volunteer** is a new and important role at Lendrick Muir. Teamwork, a desire to serve, willingness to work hard, flexibility and a positive attitude are key to success in this role. Equally important are a desire to grow in your faith, a willingness to live onsite in a Christian community and a desire to support our ministry with children and young people through practical service.

Please read through the enclosed advert, job description, person specification and terms of employment. If you have further questions about the role before taking things forward feel free to get in touch with **Louise Slowman** (contact details at end of pack). Otherwise, you can apply using the online form in the RELATED MEDIA section. On page 3 tick "other" and type in "Centre Support Volunteer"

In the meantime, be assured of our prayers for you as you give serious consideration to whether this could be the right thing for you.

Best wishes



Michael Cook
Centre Director

LEDRICK MUIR

ROLE DESCRIPTION: Centre Support Volunteer



ROLE TITLE: Centre Support Volunteer

PLACEMENT TERM: 1 Year/ Full time

PURPOSE: As a Volunteer giving freely of your time and talents to demonstrate your faith in God and dependence on Him as you live and serve in our Christian Community. Your voluntary activity will support the ministry of Lendrick Muir by engaging across all centre teams, thereby providing a high standard of guest service.

TASKS AND RESPONSIBILITIES:

The Centre Support Volunteer role is designed to support every aspect of centre life by working in all centre teams. The exact nature of tasks will vary from season to season and week to week and time is not spread equally across all teams. Whilst we aim to take into account the abilities of each individual, the needs of the centre have to be prioritised. Work of a practical nature (i.e. house and catering) will be a major focus for this role.

Here are some examples of the type of tasks that a Centre Support Volunteer is likely to undertake within each centre team. In all of them modelling your faith and dependence on God is essential:

Activities:

- Assisting with evening activities (e.g. Campfire, Disco)
- Helping to lead large group activities (e.g. Search and Rescue, Survival Game)
- Helping to instruct activity sessions (e.g. Low Ropes and Archery)

Catering:

- Helping to prepare and cook food
- Serving food to guests
- Cleaning and preparing kitchens

Facilities Management:

- Seasonal tasks (e.g. cutting grass around the centre, gritting paths)
- Checking lights around the centre and replacing bulbs
- Safety checks around the centre (e.g. door closers)

House:

- Cleaning centre bedrooms, toilets and public rooms
- Taking laundry to and from the centre laundry building
- Restocking household cleaning chemicals

Office:

- General reception duties (answering the telephone)
- Dealing with lost property
- Serving in the centre shop

School Programme:

- Supporting Time for Reflection, Welcomes and Farewell Fun sessions with visiting school groups
- Taking authorised photos of groups to make into Farewell presentation
- Preparation for group arrival (e.g. making badges, certificates)

General:

- Taking part in Morning Thought (daily staff devotion). This will include preparing a thought for the day to share with the staff team on a rota basis.
- Supporting special events (Big Celebration open day, Christmas Carol Service, Fundraising Meals etc.)
- Any other tasks to support the work and ministry of Lendrick Muir (as requested by your supervisor)

Other duties

To participate fully in the life and activities of the Centre through demonstrating commitment to the SU Scotland ethos, vision, values and work practices.

- Further the aims and activities of Scripture Union Scotland.
- Taking part in other Scripture Union activities where appropriate.
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9).

This volunteer role requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that they affirm, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment to the voluntary role will be subject to a satisfactory PVG Scheme Disclosure.

Centre Support Volunteer, Lendrick Muir

PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
Prior Experience		
Some experience (for example in hospitality, guest service, practical role)		✓
Education		
Willingness to undertake relevant in the role training	✓	
Social		
A practising Christian whose lifestyle is in keeping with SU Scotland's ethos and statement of faith. Must enjoy the confidence of his or her church fellowship.	✓	
Able to undertake evening and weekend duties	✓	
Willingness to live onsite, in shared accommodation	✓	
Possessing an interest in wider Christian mission		✓
Aptitude		
Willingness to work hard across different centre teams	✓	
A good team player	✓	
Willingness to learn new skills and improve knowledge	✓	
A positive attitude towards undertaking tasks required	✓	
Commitment to providing a high standard of guest service	✓	
Demonstrates commitment and drive	✓	
Other		
Able to demonstrate knowledge and understanding of SU Scotland		✓

July 2017

Residential and Resources Department

Centre Support Volunteer

TERMS AND CONDITIONS OF VOLUNTEERING



1. HOURS

The opportunity requires a full-time commitment. Hours will vary seasonally due to the nature of Centres activities, in the range of 30 to 40 per week. This averages out over a full year to 37.5 hours per week. The maximum duration of the Centre Support volunteer opportunity is one year.

2. PROBATIONARY PERIOD

The first four weeks of Volunteering in this programme will be probationary. Your suitability for the role will be reviewed throughout this period. If this is satisfactory at the end of this period your ability to continue volunteering will be confirmed. SU Scotland reserves the right to extend your probationary period.

3. TERMINATION OF VOLUNTARY ARRANGEMENT

One month's notice will be given by SU Scotland if we need to end the volunteering agreement. We would ask that reasonable notice, preferably one month, is given by you so that other arrangements can be made.

SU Scotland reserves the right to summarily terminate the relationship in the event of any concern about your attitude, behaviour or commitment to the ethos of our Charity which indicates that you are no longer suitable to continue as a Volunteer.

4. SUPPORT PACKAGE

Your food and accommodation (shared with other colleagues) is provided on site. Applicable expenses associated with Volunteering will be available.

Any expenses due will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. TIME OFF /HOLIDAYS


It is important for reasons of health and safety that no-one volunteers continuously without time off (ie holiday time). The holiday year in SU runs from 1 April to 31 March. Volunteers giving a full-time commitment have 33 days off as holiday (a number of these days will be fixed on public holidays when there are no Volunteer activities necessary on Site)). Holidays for Volunteers joining part way through a leave year are pro-rata.

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Possible next steps...

If you feel this role is something that God may be calling you to apply for:

Feel free to contact Louise Slowman for a chat about the role or to arrange a tour of the site

 louise.slowman@suscotland.org.uk

 01577 842000

Download your application form on the RELATED MEDIA section. On page 3 of the form tick “other” and type in “Centre Support Volunteer”

Email your completed form to volunteers@suscotland.org.uk

If this is not for you, feel free to forward this pack on to someone else who you think might be interested

Thanks for your interest.

www.suscotland.org.uk

Scottish Charity SC011222

