

JOB DESCRIPTION: Centre Support Worker

JOB TITLE: Centre Support Worker

CONTRACT TERM: 1 Year/ Full time

PURPOSE: To fully support the ministry of Lendrick Muir by working across centre teams, thereby providing a high standard of guest service.

TASKS AND RESPONSIBILITIES:

The Centre Support Worker role is designed to support every aspect of centre life by working across 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 Worker is likely to undertake within each centre team:

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 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 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 line manager)

Other duties

To participate as fully as possible 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.
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- 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 post 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 will be subject to a satisfactory PVG Scheme Disclosure.