



Centre Support Worker

Recruitment Pack



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 Worker** 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 or you'd like to arrange an onsite tour of Lendrick Muir 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 forms.

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

A handwritten signature in black ink, appearing to read 'Michael Cook', written in a cursive style.

Michael Cook
Centre Director

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. The centre is an intentional community and it is a requirement of this role that the candidate takes an active role in this community. This includes:

- Living onsite in staff accommodation as provided.
- 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.

October 2017

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Work Experience | | |
| Some work experience (for example in hospitality, guest service, practical role) | | ✓ |
| Education | | |
| Willingness to undertake relevant on the job 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 and take an active part of the intentional community | ✓ | |
| 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 | | ✓ |

Centre Support Worker

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full time working an average of 37.5 hours per week, subject to variation in accordance with seasonal hours and the fulfilment of your responsibilities, or by agreement with your line manager. The term of the post is 1 year.

2. PROBATIONARY PERIOD

The first month of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your fixed term appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY

Pay rate from January 2018 is £550 per month plus single accommodation in a shared house and a food package.

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

5. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 3% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution).

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata.

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 forms](#) from our website

Email your completed forms to hr@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

