

JOB DESCRIPTION: Centre Support Worker- Schools

JOB TITLE: Centre Support Worker-Schools

CONTRACT TERM: 1-year full time, starting April 2019

PURPOSE:

We are Christians, passionate about sharing the gospel with and discipling the children and young people of Scotland. All our work is shaped by our God given vision and values. We are committed to developing Christians who are equipped to use their God given gifts to serve in enabling us to realise SU Scotland's aims.

This position is designed to strengthen and support the Schools Team but also the wider Lendrick Muir team where needed. The post holder will work directly with the Schools Manager in preparing for visiting school groups and looking after their needs while they are at the centre, in addition to assisting the Hospitality, Catering and Facilities Teams with practical duties.

TASKS AND RESPONSIBILITIES:

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland and to support every aspect of centre life by working across all teams, demonstrating in the way you go about your tasks a dependence on God.

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- To attend and take an active part in staff meetings and corporate Staff Prayer, to hear of SU's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team /Group
- Involvement at the annual staff residential conference and other staff days as they arise.

The Centre Support Worker-Schools role is designed to support every aspect of centre, therefore the exact nature of tasks will vary from season to season and week to week. Time is not spread equally across all teams. Whilst we aim to consider the abilities of each individual, the needs of the centre have to be prioritised. Work with the Schools Team will be a major focus for this role.

Here are some examples of the type of tasks that a Centre Support Worker-Schools is likely to undertake within each team:

Schools:

- Taking and editing photographs of school groups during the residential
- Set up and clearing away water breaks
- Administration preparation for a school arriving
- Setting up and clearing up the house for school residentials
- Leading/co-leading Welcomes, Time for Reflection Sessions and Farewell Sessions
- Ensuring that pupils and teachers are being looked after and passing on relevant information to the Schools Manager
- Supervision of the dining rooms during meal times
- Assisting with activity sessions as and when required, including some evening work

Facilities:

- Seasonal tasks (e.g. cutting grass around the centre, gritting paths)
- Supporting the Facilities Manager with compliance to relevant Health and Safety legislation and company policy
- Assisting with the organisation of planned and reactive maintenance of the property and grounds
- Safety checks around the centre (e.g. door closers)

Catering:

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

House:

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

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 Events, 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. Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.

Play your part in SU Scotland's Grow the Team initiative,

- promote SU Scotland's work and help encourage more prayer support
- be aware of volunteering opportunities and promote these as appropriate
- grow personal support and promote the opportunity for partnership through financial giving. Your line manager and the support development team will work with you to define what is appropriate and agree a plan with you.
- participate in staff prayer meetings, leading and contributing

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.