

**JOB DESCRIPTION:** Centre Support Worker- Facilities

**JOB TITLE:** Centre Support Worker-Facilities

**CONTRACT TERM:** Permanent/ Full time, starting June 2019

**OVERVIEW/PURPOSE:**

We are Christian organisation dedicated to helping the children and young people of Scotland to explore the Bible and respond to the significance of Jesus. 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.

**In this post** that will be through supporting a number of the Teams in the delivery of an excellent site service experience including a range of practical tasks within Facilities, Hospitality and administration all of which involve elements of dealing with contractors, external suppliers and providing a customer service to Centre users. You will participate fully in the life and witness of SU Scotland and demonstrate a dependence on God in the way you go about your tasks.

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 consider the abilities of each individual, the needs of the centre have to be prioritised. Work of a practical nature (i.e grounds and maintenance) will be a major focus for this role.

**TASKS AND RESPONSIBILITIES:**

The following are an indication of the type of tasks that the role is likely to undertake within each centre teams. This is not an exhaustive list and other associated tasks and responsibilities will be required:

**Facilities Management:**

- Seasonal tasks (e.g. cutting grass around the centre, gritting paths)
- Supporting the Assistant Facilities Managers 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

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:

- 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.)
- Attending the staff residential conference (currently annual) and other staff days as they arise.

**Other requirements**

- 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.
  - Any other tasks to support the work and ministry of Lendrick Muir (as requested by your line manager)

**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

March 2019