

JOB DESCRIPTION

JOB TITLE: Guest Host and Instructor
REPORTS TO: Ministry Development Coordinator
LOCATION: Alltnacriche

JOB PURPOSE:

We are Christians, passionate about 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

- **creating a safe and welcoming environment for guests staying at Alltnacriche**
- **delivering and develop ministry opportunities for young people, in line with the vision and values of Scripture Union Scotland.**
- **supporting delivery of high-quality activity sessions to centre users**

PRIMARY WORKING RELATIONSHIPS

Internal: Alltnacriche staff team, Schools teams at Lendrick Muir and Gowanbank.

External: Centre users, volunteers, local community

KEY RESPONSIBILITIES

Create a safe and welcoming environment for guests.

- **Provide a high level of customer service and model this to other members of the Alltnacriche staff team**
 - Play an active role in the bookings process, taking ownership of assigned tasks, to maintain and develop relationships with centre users
 - Ensure relevant guest information is communicated in a timely and appropriate manner to other members of the Alltnacriche staff team
- **Welcome guests to the centre and act as host during their stay**
 - Be a consistent point of contact for guests visiting or staying at the centre
 - Act as an advocate for the needs of the guests and those using the centre, by communicating these effectively with the relevant members of the Alltnacriche team
- **Maintain an active awareness of the resource available for delivery of our programmes at the centre**
 - Practice effective time management to be able to balance delivery of ministry sessions and instructor-led activities
 - Communicate issues with resource management effectively, and act as an advocate for the needs of the Alltnacriche staff team

Deliver and develop ministry opportunities to young people

- **Grow and develop the ministry opportunities in the centre's outdoor programmes to young people**

- Working closely with the Ministry Development Coordinator, play an active role in developing and reviewing the ministry programmes at Alltnacriche
- Develop an understanding of current educational and youth work best practice to be able to develop high quality session content
- **Deliver the centre's ministry programmes**
 - Deliver high quality sessions to guests, appropriate to their age, background and needs, and which reflect the aims and values of Scripture Union Scotland
 - Model delivery of high quality ministry sessions to other members of the Alltnacriche team
- **Play an active role in promoting the centre to new and existing centre users to create opportunities for ministry**
 - Develop an awareness of the marketing strategy for Alltnacriche, realising the aims and vision of the centre, taking responsibility for one area of marketing and developing our marketing content in this area
 - Promote the wider work of Scripture Union Scotland to those visiting the centre

Support delivery of high-quality activity sessions

- **Be responsible for an agreed area of equipment maintenance and development.**
 - Ensure checks routine checks on area of responsibility are carried out, in line with centre requirements.
 - Ensure effective and appropriate communications about area of responsibility.
 - Ensure that any required action is taken to remedy issues or to develop area of responsibility.
- **Deliver high quality activity sessions to centre users.**
 - Ensure style of delivery reflects the aims and values of Alltnacriche.
 - Champion the integration of ministry programmes and outdoor activity sessions
 - Deliver activity sessions in accordance with the Alltnacriche safety management system.
- **Maintain Competency and engagement with training.**
 - Be responsible for ensuring that technical qualifications are valid, with up to date and logged experience.
 - Engage with all required centre training, contributing where necessary.
 - Be responsible for personal and professional growth, identifying personal training needs and creating actions plans to ensure that these needs are well met.

In Common with all Alltnacriche team members

- **To participate fully in the life and ministry of Alltnacriche including:**
 - Attend and take a share in leading staff prayer and Bible study.
 - Build partnerships with existing and potential supporters to encourage prayer, giving and volunteering support for your specific role and the wider ministry of SU Scotland as appropriate to your role.
 - Contribute to Alltnacriche Prayer News
- **Assist with daily operation of the centre**
 - Deliver activity sessions
 - Assist with cleaning
 - Act as duty staff, providing the first point of contact for guests (on a rotational basis).

IN COMMON WITH ALL SCRIPTURE UNION SCOTLAND EMPLOYEES:

- Further the aims and objectives of SU Scotland;
- Undertake personal development through active participation in annual work reviews, supervision and identified training (internal, external or other) as required;
- Take part in other SU Scotland activities where appropriate;

- Demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- To build partnerships with existing and potential supporters to encourage prayer, financial giving and volunteering support for your specific role and the wider ministry of SU Scotland. The means of doing this will be tailored according to the nature of your role and personal circumstances and an action plan agreed with your line manager

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities appropriate to the remit will be expected as required.

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 it affirms, and the highest authority for faith and life in keeping with SU'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

Notes

- It is a requirement of the role that you will live on site.

GROUP HOST INSTRUCTOR
ALLTNACRICHE
PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience / Training		
Experience of working with children and young people.	✓	
Experience of designing and delivering youthwork programmes to children and young people		✓
Good written communication and presentation skills	✓	
Computer literate, experience of Word, Excel, PowerPoint	✓	
Demonstrate understanding of Scottish school system		✓
Experience of working in a 'guest service' industry		✓
Experience of working in an outdoor education environment		✓
Experience of working in an educational or youthwork setting		✓
Education (Secondary/ Tertiary)		
National Fives or equivalent at grade 3 or above in English, Maths and one other subject.	✓	
2 Higher Grades or equivalent at grade C or above.	✓	
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, and act as an 'on-call' member of staff through the night.	✓	
Ability to quickly establish positive relationship with children, young people and adults	✓	
Ability to live onsite as part of the Alltnacriche community	✓	
Aptitude		
Ability to take responsibility in a variety of contexts	✓	
Ability to manage and prioritise a wide range of competing tasks	✓	

Ability to relate with and communicate effectively to a wide range of children and young people, as well as a wide range of adult centre users	✓	
Ability to represent the organisation in a professional manner	✓	
Able to articulate Biblical truth and communicate with a wide age-range of people	✓	
Self-motivated and an adaptable team player	✓	
Demonstrates an interest in outdoor activities	✓	
Other		
Possesses a full current driving licence		✓
Has own car and is willing to use it to travel for work		✓
Familiar with the work of Scripture Union Scotland		✓
Other relevant qualifications e.g. 1 st Aid, SVQs, NGB awards etc		✓

Group Host Instructor Person Spec. June 2021