



SU Scotland
Lendrick Muir

Centre Support Worker - Facilities

Information Pack
2022

**Are you passionate about God? Do you love to serve through practical tasks?
If so, consider joining the Lendrick Muir Team!**



Our vision is to see all the children and young people of Scotland exploring the Bible and responding to the significance of Jesus.



SU Scotland

Scottish Charity no. SC011222

Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations. More than 2,000 volunteers are involved in helping to run our activities, together with around 100 staff and associate workers.

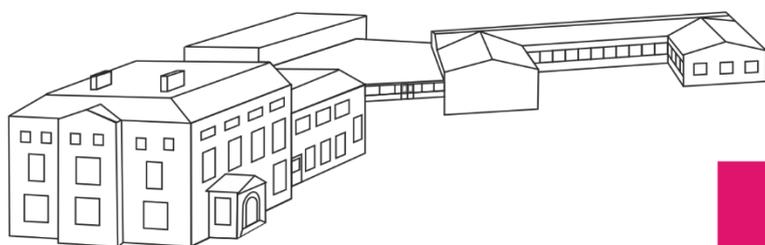


Lendrick Muir

Back in 1998 SU Scotland was given a generous donation to enable us to buy and develop an outdoor residential activity centre. The idea was to create a base that would be just right for running our own SU Holidays, but also to provide an opportunity to expand and develop in all sorts of other ways too.

Lendrick Muir, SU Scotland's largest Christian residential activity centre, opened its doors in 1999 and since then has welcomed thousands of children, young people and adults to enjoy a residential experience like no other. The Centre is continuously expanding what it has to offer both in terms of activities and facilities.

Lendrick Muir has 165 beds and is set within a beautiful 120 acre estate. School holiday times are fully booked with SU Holidays, while weekends see a range of youth, student and adult groups enjoying the facilities. During term-time, the Centre offers residential activity breaks to visiting school groups as well as conference and meeting facilities for external groups and SU staff.



Job Title: Centre Support Worker – Facilities, Lendrick Muir

Contract Term: Full Time. One Year, start as soon as possible by negotiation

Purpose: This position is designed to strengthen and support the Facilities team but also the wider Lendrick Muir team where needed. This is a trainee role and the post holder will work directly with the Assistant Facilities Manager to serve the centre in addition to assisting the Hospitality teams with other varied duties.

Salary: £8640 + accommodation

Could this be the job for me?

Ask Yourself...

- ☆ Do I feel **called to the ministry** of Lendrick Muir?
- ☆ Am I **passionate about serving God** through practical maintenance & hospitality?
- ☆ Would I **enjoy working hard** assisting and supporting the Facilities team?
- ☆ Am I **willing and able** to undertake seasonal & varied tasks around the Centre?

What's involved?

Tasks and Responsibilities

The Centre Support Worker-Facilities role is designed to support every aspect of centre life by working across the Lendrick Muir team. The exact nature of tasks will vary from season to season and week to week, depending upon the priorities at the centre. However, work of a practical nature will be a major focus for this role and the successful applicant will receive the relevant training required to carry out each task.

This role is ideally suited for someone practically minded with experience in DIY or a practical role such as a construction trade.

Working as part of the Facilities Team, you will help in making sure the building and services work harmoniously together to support the core work of Lendrick Muir. This includes proactive and reactive maintenance, equipment and facility safety checks, seasonal tasks – i.e. grass cutting etc, some basic plumbing and joinery work and other tasks as required.

As a Centre Support Worker, you will work within the Lendrick Muir staff team helping across all teams to prepare and host residentials and activity days to all visiting groups.

What's involved?

Task and Responsibilities Continued

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

FACILITIES

- ☆ Seasonal tasks (e.g. cutting grass around the centre, leaf blowing, gritting paths)
- ☆ Supporting the Assistant Facilities Managers with compliance to relevant Health and Safety legislation and company policy (e.g. Safety checks around the centre)
- ☆ Assisting with the organisation of planned and reactive maintenance of the property and grounds (e.g. gutter cleaning, window cleaning, minor repairs)
- ☆ Assisting with delivery of development projects (e.g. installing new lighting, monobloc laying, new paths, refurbishments)
- ☆ Occasional support of other SU Scotland sites with maintenance and development (e.g. Alltnacriche, Scoughall, Gowanbank, Kingscross).

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, Magnitude, Fundraising Meals etc.)
- ☆ Any other tasks to support the work and ministry of Lendrick Muir (as requested by your line manager)

Training and Development

As part of the role all necessary training given to undertake the tasks required. There will also be the opportunity to attain qualifications such as PASMA, PAT, Chainsaw skills and First Aid.

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.



Term and Conditions of Service

Centre Support Worker - Facilities

Centres Department

HOURS

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

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 appointment will be confirmed. The employer reserves the right to extend your probationary period.

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 one month until you have been continuously employed for five years. Thereafter, you will be entitled to one week's notice for each completed year of service up to a maximum of twelve weeks.

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

SALARY

£8,640 per annum plus accommodation.

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

Term and Conditions of Service Continued

Centre Support Worker - Facilities

Centres Dept.

PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

LIFE INSURANCE COVER

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

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. Annual leave entitlement will increase with length of service.

March 2022

Person Specification

Centre Support Worker - Facilities

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
Some work experience (for example in hospitality, guest service, construction trade, diy)		✓
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		✓

January 2022

Occupational Requirement

For this post, it is important that you are committed to SU Scotland's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation. It is also an Occupational Requirement (Equality Act - part 1, schedule 9), that the post-holder is a committed Christian.

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.

The successful applicant will be required to become a member of the Protecting Vulnerable Groups (Scotland) Scheme and the appointment will be subject to a satisfactory PVG Scheme Disclosure.

What next?

If you have any questions or would like to arrange a visit to Lendrick Muir, please email us at hr@suscotland.org.uk or call 0141 352 7634

If you would like to make an application please visit our website <https://www.suscotland.org.uk/about-us/job-opportunities/> and follow the instructions to complete and upload an application form.

Scripture Union Scotland is an equitable employer and operates a child protection policy.

Scottish Charity No. SC011222