

Centre Support Worker

Job Description

JOB TITLE: Centre Support Worker

LOCATION: Alltnacriche

RESPONSIBLE TO: Facilities Supervisor

HOURS OF WORK: 37.5 hours per week (average), with a seasonal variation.

CONTRACT TERM: Full time/Fixed Term for 24 months

OVERVIEW/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.

In this role that will be through supporting the smooth running of Alltnacriche by working with the facilities team to ensure that the centre facilities are maintained to a high standard. This will involve cleaning, helping in the kitchen, maintenance tasks and outdoor work. As part of this role you will follow a training and development plan, agreed with your line manager.

WORKING RELATIONSHIPS

Internal: Alltnacriche team

External: Guests, Catering Suppliers, Equipment Suppliers and Maintenance Contractors, Statutory Bodies (e.g. Environmental Health)

MAIN TASKS AND RESPONSIBILITIES:

Christian Community

The Centre is an intentional Christian community which requires full participation in the life and ministry of the Centre. This will include:

- consistently demonstrating a Biblically based Christian lifestyle, values and work practices to staff, volunteers, and guests.
- modelling a Biblically based Christian lifestyle, values, and work practices by consistently demonstrating Christlikeness in attitude towards staff, volunteers and guests.
- demonstrating continual reliance on God through active participation and taking a share in leading of prayer and Bible teaching as required at Centres Staff daily prayer meetings and at fellowship meetings.

To support the Facilities Supervisor and Catering Supervisor to fulfil the varied catering and facilities related functions and associated tasks at Alltnacriche which include:

Catering

- Assisting with preparing and serving food to all catered groups
- Maintaining a high level of cleanliness in kitchen areas and complying with all necessary personal hygiene requirements
- Undertaking appropriate training, including food hygiene certification.
- Ensuring that the kitchen environment is kept clean and tidy

Facilities

- Weekly turnaround of the Centre buildings.
- Daily cleaning routine and other regular routine facilities tasks.
- Assisting Facilities Supervisor with health and safety checks.
- Assisting with upkeep of the Alltnacriche grounds.
- Small maintenance tasks, such as helping with painting.
- Attendance at agreed training courses

In common with all SUS staff members:

- 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 Mission, Ethos, Vision, Values, Belief Statements and work practices, and the wider ministry of SU in Scotland and beyond.

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 it affirms, 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.

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.

March 2024