

FACILITIES WORKER POST – Role Outline

Employer:	Kirk Session of Govan & Linthouse Parish Church (GLPC)
Reporting to:	Line Manager (Rev. David Gray - Minister)
Key Relationships:	Line Manager / Property Convenor / Treasurer / MDS staff
Purpose:	Act as principal contact and liaison for all Church Letting (Lets) activity, inclusive of related administration, facility setup, access and security.
Post:	Fixed term employment, funded to 1 st April 2025. Note: Any extension to the fixed term post is dependent on further funding being secured.
Hours:	Variable hours (typically ten hours per week with additional hours as and when required). Normal working hours will include regular evening and weekends (depending on needs of Lets and activities), to be agreed in consultation with the appointed postholder.
PVG:	Employment is conditional on the appointed postholder having membership of, or being eligible to become, a member of the Protecting Vulnerable Groups (PVG) scheme. The relevant vetting expenses will be paid by GLPC.
Holidays:	Annual leave entitlement equivalent to 5.6 weeks per year.
Salary:	£10.90 per hour (real Living Wage equivalent) paid monthly.
Notes:	<ul style="list-style-type: none">• Following completion of successful three-month probationary period the applicant will be auto enrolled into the Pension Trust pension scheme, backdated to commencement date of employment.• To comply with the Asylum & Immigration Act 2006, all applicants invited to interview, will be asked to provide documentation confirming their eligibility to work in the United Kingdom.

Govan & Linthouse Parish Church (GLPC) is a constituent part of The Church of Scotland

796 Govan Road, Glasgow G51 2YL

Registered Scottish Charity No. SC004153

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