



Augustine United Church
41-43 George IV Bridge
Edinburgh
EH1 1EL

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centre.manager@augustine.org.uk

SC no. 000385

Job Description

Church Assistant

Location	Augustine United Church
Reports to	Centre Manager
Salary	£12.60 per hour
Annual Leave	28 days per annum (pro rata)
Pension	Employer will match employee contributions up to 4% of gross salary
Hours	15 per week (Tuesdays – 8am-12 noon / Wednesdays – 11.30am-5pm / Fridays – 8am-3pm) Additional evening and weekend hours may also be available Permanent contract

Job Purpose

The Church Assistant is a diverse role, complimenting and working alongside all other staff roles in the church. This staff member is responsible for the efficient cleaning of our building two days a week, alongside our cleaner/caretaker. They also take key responsibility, when on duty, for re-setting rooms and welcoming external hirers to the building. Finally, they assist the Centre Manager with administrative tasks in support of the congregation and room lettings business.

The Church Assistant is part of a team comprising four other cleaning and caretaking staff, the Centre Manager, the Ministers, the Treasurer and volunteers from the Church. The post is under the direct supervision of the Centre Manager.

Training in health & safety, first aid and other such appropriate qualifications will be considered for the right candidate.

Main duties

Regular cleaning, to a specified standard, of offices, kitchen facilities and other public spaces in the Church Centre including collection and disposal of rubbish, replenishing of consumables and other such assistance as required by the Centre Manager or Cleaner/Caretaker.

Setting up and cleaning of halls and meeting rooms prior to use, including the movement of furniture and the preparation of heating and lighting.

Setting up equipment, including audio visual equipment, required by users.

Being present to welcome users, and potential users, of the Church Centre, providing a high level of customer service and assisting them with their events and enquiries. This includes technical support for hirers using the church audio visual systems.

Where necessary, monitoring people entering and leaving the Centre and their observance of the Centre's health and safety, hygiene and child protection policies.

Being responsible when on duty for safety and security checks and locking up the Centre after use as required.

Being available to receive deliveries and give access and assistance to contractors and officials requiring access to the building.

Performing weekly maintenance checks and reporting defects.

Undertaking minor repairs and maintenance tasks, including some working at height.

Assisting with room letting enquiries and administration under the supervision of the Centre Manager, including email support, banking and invoicing.

Completing administrative tasks in support of the congregation such as formatting documents, printing, ordering coffee supplies etc.

Person Specification

Critical Competencies	
Ability to manage the building cleaning regime efficiently and within legal and regulatory frameworks	Essential
Ability to organise facilities and equipment for a range of premises users and support hirers with audio visual systems in the church	Essential
Good communication skills	Essential
Ability to develop positive working relationships with other staff and with customers	Essential
Ability to remain calm under pressure and to respond flexibly and helpfully in difficult situations	Essential
Good level of fitness for frequent moving of furniture	Essential
Competence with the basic use of Microsoft Office programmes such as Outlook, Word, PowerPoint and Excel and a willingness to develop administrative skills further	Essential
Technical knowledge/education	
Book keeping experience, with particular experience of Xero	Desirable
More advanced knowledge or experience of audio visual systems – sound, lighting, projection – and an ability to troubleshoot issues	Desirable
Ability to undertake basic buildings repair/maintenance	Desirable
Understanding of Health and Safety legislation	Desirable
Experience required for the role	
Experience of cleaning in a commercial or industrial setting	Desirable
Understanding of and experience of customer care	Essential
Experience of events set-up and supervision	Desirable
Experience of administration in a busy office environment	Desirable

Aptitude and attitude	
Not required to be a practising Christian but must be in sympathy with the broad aims of the whole organisation.	Essential
Ability to work on own initiative to agreed plans and targets	Essential
Flexibility	Essential
An interest in community activity which promotes inclusion	Desirable

Application by CV and covering letter addressing the points in the person specification.

Closing date: Midnight on Wednesday 14th May.