**EDINBURGH NORTHWEST KIRK: Cramond and Pennywell (ENK)**

An opportunity has arisen for the appointment of a Beadle for ENK This is envisaged as a permanent post starting from a mutually agreed date with a 5 hour working week.

Hours at present will be 8.00am to 1.00pm on a Sunday. These times may change as the united Kirk develops.

Currently Cramond Kirk has two services, one at 8.45am and one at 10.00am and Pennywell has one service starting at 11.00am. On the first Sunday of each month there is a joint service which alternates between Cramond and Pennywell.

Salary £3,900 per annum

Edinburgh Northwest Kirk: Cramond and Pennywell (‘ENK’) was formed in September 2023 by the union of Cramond Kirk and The Old Kirk and Muirhouse.

The buildings consist of

* Cramond Kirk, 18 Cramond Glebe Road
* Cramond Kirk Halls, 1 Kirk Cramond
* Pennywell Kirk and Halls, 42 Pennywell Gardens

You will be an active member of the Ministry team which currently includes a facilities officer, maintenance person, cleaner for Pennywell, Halls and Kirk admin team, the Minister and the Pastoral Assistant.

Your line manager will be someone appointed by the Kirk Session.

The activities of the Beadle will include:

**Cramond Kirk:**

The opening and closing of the kirk buildings on a Sunday morning and at times during the week to cover weddings and funerals, and other church services and events.

The setting up of the Sanctuary before the service, to include checking communication system, microphones and live stream equipment where appropriate.

Taking part in the service. Close liaison with the Minister and elders on duty, carrying in the Bible at the start of the service. Assist with the sound desk and live streaming of the service when required.

The clearing of paths on a Sunday morning and gritting of these when necessary.

**Cramond Kirk Halls:**

Opening and closing of the Kirk halls on a Sunday morning. Clearing the halls after coffee.

**Pennywell Kirk and Halls:**

The opening and closing of the Kirk and Halls is currently managed by volunteers. Liaising with these volunteers, assisting with closing up and other aspects as time allows. From time to time, attendance at the joint service when held at Pennywell. Currently the first Sunday of every second month.

**Qualifications**

Professional manner

Excellent interpersonal and communication skills including email and basic computer skills.

Ability to work independently and as part of a team and to use own initiative in dealing with day-to-day issues.

Ability to deal effectively with fellow team members.

Organisational skills and the ability to work to deadlines.

Positive, can-do attitude.

The candidate will require to hold a PVG (which the Church will apply and pay for) and to undertake Church of Scotland Safeguarding Training.