

Cathcart Church of Scotland
Scottish Charity Number: SC03380
90 Clarkston Road, Glasgow G44 3DA

Job title: Church Officer

Summary of role: day-to-day operation of Church facilities to support to the Minister, Kirk Session and other Church users

Job description

Cathcart Church of Scotland wish to appoint a new Church Officer to support the running of our church buildings as we worship God and serve our community.

The Employee will carry out the whole duties pertaining to the post of Church Officer which shall include: -

1. Preparation for and attendance at the usual diets of worship on Sundays, and also all additional Sunday or weekday services sanctioned by the Kirk Session. The attendance will ensure that all Ministerial requirements are met as required. Subject to the overall direction of the Minister, the Employee will, in connection with these duties, act on the instructions of the Session Clerk.
2. Preparation for all Committee and social meetings of the Congregation, Kirk Session, Kirk Session working groups and all other Church organisations and any meetings or series of meetings specially sanctioned or ordered to be held in the Church, halls or other accommodation (all herein referred to as "the premises")
3. Preparation of the premises for all services, meetings etc. including the heating, airing and general making ready thereof.
4. Opening up and preparation of the premises for occupation by third parties as permitted by the Congregation and subsequently locking up and tidying up as required after such use.
5. After all services, meetings etc. the Employee shall be responsible for effectively tidying up and cleaning the premises, washing up and putting away all dishes, utensils, etc. used and subsequently locking up.
6. The Employee shall be responsible for keeping the premises thoroughly clean and tidy. This will include the cleaning of all of the ground floor windows and the keeping of the whole grounds in neat and tidy condition. These duties shall also include the washing of the premises as often as may be required. The Employee shall also ensure that the lavatories are fully serviced with towels etc. always being available.

7. The Employee shall be responsible for ensuring all relevant Health and Safety checks are undertaken as directed.
8. If any repairs are required to the premises or their furnishings, the Employee will forthwith report the same to the Fabric Convener.
9. The Employee will order all necessary supplies of cleaning materials up to financial limits set by the Congregational Treasurer.
10. The Employee shall take telephone messages as required including passing on of messages.
11. The accounts for all supplies or services ordered by the Employee in terms thereof will be checked by the Employee and delivered to the Congregational Treasurer and Assistant Congregational Treasurer , duly initialled for payment, in the case of those accounts which have been approved by the Employee and with comments in the case of those which have not.
12. The Employee will be the first point of contact if the security alarm is activated.
13. Such additional duties as may reasonably be requested by the Employer from time to time.

Person specification

Criteria	Essential	Desirable
Education, qualifications & training	• No formal qualifications required.	• Ability to operate such equipment as may be provided and to undertake basic repairs as may be required • Awareness of Health and Safety procedures and protocols
Skills	• Can plan, organise and complete allocated work within a set time. • Offers guidance to Church users when sharing information.	

Other	• Ability to work alone or as part of a team. • Shows an enthusiastic & positive manner. • Be suitably presented at all times • Demonstrates a flexible approach to the needs of the Church and its users. • Prioritise the needs of the Church users within required timescales. • Can effectively follow local procedures or protocols.	
Personal	• It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of Equality Act 2010.	

Terms and Conditions Summary

The salary for this post is £25,178, reviewed annually.

Core hours are 36 hours per week as noted below but will require a degree of flexibility to suit the needs of the Church as required.

Monday	09.00-16.00	17.45-21.00
Tuesday	09.00-16.00	17.45-19.45
Wednesday	09.00-14.30	17.45-21.00
Thursday	09.00-14.30	-
Sunday	09.00-13.00	17.00-20.00

There are 28 days annual paid leave in each full holiday year. Entitlement is based on full weeks worked. There are also 8 days statutory holidays.

A pension scheme will be available with a 3% employer's pension contribution.

Safeguarding clearance including membership of Disclosure Scotland PVG Scheme will be required.

It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.

How to Apply

Applications should be sent by email to sessionclerk@cathcartchurch.org.uk and must be received by 28th August 2026.

Applications should comprise:

- A covering letter outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description.
- Please provide reference contact details, one for a recent period of employment and one from someone in spiritual leadership. References will not be contacted until later in the process.
- A full CV, including a full employment history showing positions held and responsibilities.