

Facilities Assistant (campsite)

Job Description



JOB TITLE: Facilities Assistant

LOCATION: Kingscross or Scoughall (1 position available at each site)

RESPONSIBLE TO: SU Holidays Operations Manager

CONTRACT TERM: Full-Time 37.5 hrs per week
Fixed term 6th June – 24th August 2024

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.

Working as part of the SU Holidays team you will provide a high standard of service and support at our Kingscross or Scoughall campsites during the 2024 SU Holidays programme. Accommodation is provided on site.

WORKING RELATIONSHIPS

Internal:

SU Holidays staff team, seasonal facilities assistants, key SU Scotland volunteers

External:

Provide support to the various SU Holidays Team Leaders to ensure the smooth operation of the campsite for their events.

MAIN TASKS AND RESPONSIBILITIES:

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland as a facilities assistant and demonstrating, in the way you go about your tasks, a dependence on God.

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- To attend and take an active part in team meetings, spending time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team/Group

1. Set-Up/Close Down

- Assist the set-up team at the beginning of the summer to prepare the campsite for guests. This will include preparing equipment, grass cutting, general cleaning of buildings and ensuring that the site is presentable and is ready to receive guests.
- Assist the take down team at the end of the season to pack up equipment, tidy and clean the buildings and ensure the grounds are neat and the site secure.

2. Cleaning

- Ensure that the campsite buildings are kept clean and hygiene levels are maintained. This includes the cleaning of toilets and shower areas and ensuring that there are appropriate supplies of cleaning materials throughout the season.
- Ensure that all kitchen laundry is kept up to date which will involve collecting dirty laundry, overseeing the cleaning of the laundry and supplying fresh laundry each day.

3. Maintenance

- Carrying out basic maintenance where required on site, including grass cutting, painting, hedge trimming while alerting SU Holiday staff to any urgent maintenance requirements.
- Performing regular walk rounds to ensure the safety and security of the site.

4. Activities

- Assisting SU Holiday Team Leaders in the smooth running of the on-site activity programme at each event, including assisting in setting up equipment to enable the delivery of our ministry.

5. Office

- Welcoming SU Holidays Team Leaders and team members on-site at the start of each event.
- Operating the on-site tuck shop where required

6. Other

- Take part in daily devotions with the on-site event team and attend and participate in main Bible teaching sessions when possible during events.
- Consistently demonstrate Christ-likeness in attitude towards others and behaviour at work.
- Attend a 1-day Emergency First Aid at Work course at Lendrick Muir (date TBC but likely in June).

7. 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 ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.
- Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement.

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.

February 2024