

## **Part-time Caretaker required for 16 hours per week The Steeple Church Dundee**

### **Advert and further information**

We are looking for a committed, practical person to come and join the team at The Steeple Church on a flexible, part-time basis to support the management of our building. The purpose of the role is to facilitate the day-to-day functioning of the Church building in close co-operation with members of staff and volunteers of the Church (Administrator, Cleaner, Community Engagement Worker, and Volunteer Co-ordinators).

As a faith-based organisation and place of Christian worship, our beliefs are the foundation of our work. The post-holder will be expected to be aware that faith is important, and work actively to support our ministry and vision by serving and supporting everyone who comes through the door. As well as being a familiar and friendly face to all who visit and use the Church, the successful candidate will be responsible for ensuring the security of the premises and that those who use the premises have the rooms set up as requested, and afterwards the rooms will be tidied up and cleaned, if necessary. Duties will also include minor repairs.

This position requires a professional and organised attitude, a people focus and an ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.

### **Context**

The Steeple Church is located at the heart of Dundee's city centre. We are only a few minutes away from shopping centres, varied cultural attractions, leisure facilities, hotels, and the City Square. As a city centre parish we are a gathered congregation from many parts of the city and our building provides a venue for a range of community activities as well as worship experiences during the week and weekend. Our building is used every day of the week including many evenings. Besides our own Church activities the building is used regularly by a range of other organisations as a venue for conferences and craft fairs etc so this involves the regular moving of tables and chairs to meet user needs.

### **Location and Hours**

The role will be based in The Steeple Church.

The role will initially be for a period of 12 months at 16 hours a week with a high level of flexibility required to meet the needs of the users of the building. It is expected that exact times the Caretaker is required at The Steeple will generally be provided at least two weeks ahead of time, with flexibility available for carrying out other tasks.

### **Terms and Conditions**

#### **Pay Rate**

The detailed terms and conditions will be contained in the post-holders Contract of Employment. The salary will be at the National Living Wage rate currently £7.83/hour paid monthly in arrears. The gross annual salary will be £6,514. This salary equates to a full-time gross annual salary of £15,065. .

Remuneration will be reviewed annually in January.

### **Contract length and Probationary period**

The appointment is for 12 months subject to successful completion of a six-month probationary period. There will be a three-month review during probation and a further appraisal will take place to confirm completion of the probationary period at approximately 6 months.

There will be a review of the ongoing need for the position towards the end of the 12 months.

### **Notice Period**

During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

The Church Administrator will review regularly with the post-holder duties and responsibilities and discuss development. liaising with the Hall Volunteer Co-ordinator and Hall Bookings Co-ordinator.

Annual paid holiday entitlement is 89.5 hours per full year (equivalent of 7.5 hours per month). Leave should be arranged in advance with the Church Administrator.

Any overtime will be agreed in advance with the Church Administrator and will be paid at the hourly rate. Time off in lieu is also possible if mutually agreed.

## **Key Responsibilities**

**Support delivery of The Steeple Church vision and mission by:**

### **Caring for the Building**

1. Set up and clear up rooms to ensure ready for use including setting up the Church for Sunday worship if required
2. Ensure a safe and clean working environment within the Church and Centre by making sure the premises (including toilets) are clean, tidy & safe for all users
3. Ensure recycling & rubbish bins are ready for collection
4. Ensure building is locked up securely and alarm set when leaving building
5. Cover reception at times
6. Provide support to users requiring AV support by setting up equipment
7. Liaise with the Building Management Committee (BMC) regarding the maintenance of equipment, fixtures and fittings
8. Carry out a fortnightly check of the building on behalf of the Building Management Committee (BMC)
9. Undertake minor repairs and some maintenance as required under direction of BMC
10. Notify Office Administrator and/ or Cleaner about areas requiring special cleaning and undertake some cleaning if required urgently
11. Take part in monthly planning meetings with the Church Administrator and the Volunteer Co-ordinators.

### **Working with People**

12. As part of the team, serve and support everyone who comes through the doors by being a friendly face ready to listen.
13. Communicate well with the Building Management Committee and attend meetings of the BMC when necessary

### **Communicating**

14. Communicate effectively and regularly with the Building Management Committee and colleagues about the state of the premises, maintenance requirements, health and safety concerns and any other building / equipment related matters

## **Person Specification**

### **Experience**

- experience of working in similar role is desirable but not essential

### **Skills and competencies**

- good interpersonal communication skills
- can undertake minor repairs
- ability to move furniture as required to meet the needs of hall users
- ability to use the audio visual systems after training
- attention to detail
- planning skills with ability to work unsupervised and manage own workload
- ability to work flexibly
- good spoken English

### **Personal Attributes**

- team player
- confidential, sensitivity with compassion
- ability to make decisions and take initiative
- ability to manage the unexpected
- enjoy learning and new experiences
- likes people of every age and stage

### **Applications**

Applications and recommendations are invited for this important role within our team to:

Alison Cartwright

c/o [office@thesteepchurch.org.uk](mailto:office@thesteepchurch.org.uk)

[or The Steeple Church Dundee](#)

[Nethergate](#)

[Dundee DD1 4DG](#)

Applications must be received by  
12 noon on Tuesday 19<sup>th</sup> February