

## Job Description

<b>Role:</b>	Schools Liaison
<b>Location:</b>	Lendrick Muir
<b>Contract term:</b>	1-year fixed term
<b>Line Manager:</b>	Assistant Schools Manager
<b>Purpose:</b>	To create a safe and welcoming environment for school pupils and teachers who visit Lendrick Muir
<b>Working Relationships:</b>	Lendrick Muir staff and volunteer teams

### Main Tasks and Responsibilities

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland, through being a host for school groups at Lendrick Muir, whilst demonstrating in the way you go about your tasks a dependence on God.

As a practicing 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:

- Demonstrate continual reliance on God through active participation/ leadership of prayer and Bible teaching as required and consistently demonstrate Christ-likeness in attitude towards others and behaviour at work.

### Key Objectives

#### 1. Create a safe and welcoming environment for school pupils and teachers who visit Lendrick Muir

- Provide excellent customer service and model this within the Lendrick Muir team
- Ensure that pupils and teachers are cared for in a safe and appropriate manner and with specific regard to the nature of each group's requirements
- Welcome guests to the centre and act as host during their stay
- Be a consistent point of contact for school groups during their visit
- Liaise with incoming schools and prepare for their visit
- Pass on customer queries, feedback and complaints to assistant schools manager/schools manager
- Ensure relevant guest information is communicated in a timely and appropriate manner to appropriate members of the Lendrick Muir team

#### 2. School Team Responsibilities

- Lead/co-lead pupil and teacher sessions including:
  - Welcome and teacher briefings
  - Time for Reflection sessions
  - Farewell sessions for pupils and teachers
- Be the salesperson in the souvenir shop
- Supervise dining rooms during mealtimes

- Set-up and clear away breaks
- Assist with activity sessions as and when required, including some evening work
- Accompany schools on a day trip, ensuring that they are safe
- Take photographs of the young people during activity sessions
- Supervise the inventory of first aid kits, indoor games boxes and calm boxes

### **Team Objectives – Lendrick Muir**

#### **1. To participate fully in the life and ministry of Lendrick Muir including:**

- Attend daily morning prayer meeting
- Model a Christian lifestyle, values and work practices
- Build partnerships with existing and potential supporters to encourage prayer, giving and volunteering support for your specific role and the wider ministry of SU Scotland as appropriate to your role.

#### **2. Assist with daily operation of the centre**

- Helping support other teams where needed, e.g., house team on change over days and catering team with food service.
- Act as duty staff, providing the first point of contact for guests (on a rotational basis).

### **SU Scotland Objectives**

- Further the aims and activities of SU 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 SU Scotland activities where appropriate.
- Demonstrating commitment to the SU Scotland Mission, Ethos, Vision, Values, Belief Statements and work practices, and the wider ministry of SU in Scotland and beyond.
- Grow personal support and promote the opportunity for partnership through financial giving.

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.

### **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. Notes**

- It is a requirement of the role that you will live on site.
- The work rota for this post would normally be Monday – Friday. However, you will be required to work some evenings/weekends during school residentials.

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