



## St. Luke the Evangelist Scottish Episcopal Church

### Job Description – Admin & Outreach Worker

<b>Responsible to:</b>	The Vestry, St Luke's Scottish Episcopal Church, Glenrothes
<b>Salary:</b>	£22,660 per annum pro rata
<b>Hours of work:</b>	Up to 15 hours per week on a flexible basis to include some evenings and some weekends (to support community needs); fixed-term post funded initially to December 2023.
<b>Funding:</b>	The National Lottery Community Fund
<b>Office Base:</b>	St Luke's Scottish Episcopal Church, Auchmuty, Glenrothes
<b>Pension:</b>	The employee will be assessed under auto-enrolment pension legislation and if eligible, minimum contributions will be made.
<b>Annual Leave:</b>	25 days, plus public bank holidays pro rata
<b>Criminal Records Check:</b>	A Basic disclosure will be required

#### About us:

This is an exciting opportunity to join our Peace 'n' Jam (PNJ) team, a community project run by St Luke's Scottish Episcopal Church in Glenrothes. Through funding from The National Lottery Community Fund\* we have refurbished run down and tired spaces in our church building to establish a community kitchen – 'The Couthy' and social hub (flexible community space) – 'The Gathering Hall', 'The Scullery' (small kitchen) and 'The Haiver' (meeting room). We are now in the midst of using the power of food and other activities to bring people together.

PNJ aspires to make a positive difference to the lives of people within the Auchmuty/Warout neighbourhoods and beyond; and to support community groups and charities working with people and within our community. We do this by providing a variety of different ways for food and other activities to be a part of the community. We currently offer 'Bite & a blether' and a Craft Group; and have established a community pantry & community fridge/freezer. We also hire out our facilities and catering for the use of the community, groups and individuals to deliver a range of projects, events and skills training. We want to make this a place that respects, appreciates and welcomes everybody.



**Job Role:**

The Admin & Outreach Worker role is essential to the smooth running of the wider (non-pantry) activities under our Peace 'n' Jam project.

The ideal candidate will have proven administrative experience and also the ability to reach out to and support people and community organisations, groups and individuals using our spaces and facilities.

We are a small but busy team, so we need a versatile worker with a "hands on" approach. You should have a willingness to work using your own initiative and as part of the team; and confidence to adapt and work under pressure.

You will be an outgoing individual, highly organised, enjoy variety, and have the ability to multitask and prioritise effectively to meet deadlines. You should have a creative approach, excellent communication skills, an eye for detail, and the confidence to work with minimum supervision.

**Specific Responsibilities**

- Provide general administrative support to ensure that proper records/community space booking information are kept up to date.
- Cash/donation handling; basic bookkeeping and invoicing.
- Manage and reply to any enquiries.
- Communicate with stakeholders and sustain effective working relationships.
- Monitor and measure the impact of the project and related activities; and give information (evidence) to the team.
- Lead on the use of social media platforms (such as Facebook, Twitter, YouTube)
- Lead the wider (non-pantry) activities of the project; and contribute to effective day to day operations (setting up; front of house and/or kitchen environment).
- Lead Team Members and support volunteers.
- Implement effective signposting to activities and/or services that will help individuals to flourish.
- Identify gaps in the provision of our project and/or activities/services in consultation with the community and work with the steering group to plan and deliver a solution.
- Assist the team to provide opportunities for individuals to volunteer and participate, including support and training.
- Assist the team to collect deliveries and donations; and stock.
- Support the team to find funding/donors for the Peace 'n' Jam project and to develop applications.
- Attend local events and groups to promote the work of the project and evolving activities.

**General responsibilities**

- To work as part of the Peace 'n' Jam team to promote and encourage participation in the evolving Auchmuty community groups, programmes and activities.
- To promote the values of Peace 'n' Jam when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- To engage with our community in a way that empowers local people to take ownership of their community space and adopt sustainable behaviour changes.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To participate in ongoing supervision and appraisals.
- To undertake other reasonable duties in line with the job purpose.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the postholder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

\* The full refurbishment of our building was also funded by Fife Environmental Trust, the Scottish Episcopal Church, Building Grants Fund and ourselves.

## **Person Specification: Admin & Outreach Worker**

### **Qualifications**

HNC or similar in a relevant discipline

### **Experience and knowledge**

- Experience of working in an office environment and managing multiple administrative tasks.
- Experience of working in the community and providing opportunities for people to influence and get involved in community-led activity.
- Experience of working with voluntary, statutory and private sectors providers.
- Basic knowledge of charity law and funding opportunities.

### **Skills**

- Able to engage with the team and others to improve the way we work.
- Excellent time & priority management and organisational skills.
- Excellent communication skills – written and verbal.
- Ability to monitor, gather and use information (evidence) to boost impact.
- Ability to build relationships with a wide variety of individuals to achieve positive outcomes and establish sustainable relationships.
- Ability to provide opportunities for individuals to contribute and volunteer.
- IT Skills – Good working knowledge of Microsoft Word, Excel and Social Media

### **Ethos and approach**

- Confident in proactively reaching out to voluntary, statutory and private sectors providers.
- Willingness to listen to local voices, colleagues and volunteers to acquire and share information.
- Flexible and solution-focused.
- Recognise the social value of improved community spaces.
- A commitment to working as part of a team with a vision of a dignified response to isolation and/or food insecurity.
- Ability to represent the work of Peace 'n' Jam to the public with commitment and integrity.
- A willingness and commitment to undertake the role in a professional manner and maintain high-quality work at all times.
- To help promote an effective, positive and constructive team culture, where the work of others is valued and respected

### **Desirable**

- Elementary Food Hygiene.
- Emergency First Aid at Work.
- Experience of the voluntary sector and working with volunteers.
- Experience of funding.
- Driving licence and access to car.

## Application Process

We welcome your interest in the Admin & Outreach Worker role. Before completing and returning an application form, we ask that you read these guidelines fully.

Peace 'n' Jam is committed to equality, diversity and inclusion.

The Vestry will shortlist applications, considering only information that is relevant:

- what the job involves;
- what skills, qualities and experience a person will need to do it;
- employment history;
- education, training and qualifications.

We believe this approach ensures good practice recruitment with your application being considered on skills and experience, rather than on other information.

Please do not send your CV as this will not be accepted as a substitute for an application form.

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

The Vestry is committed to safeguarding as an integral part of the activity of the charity. **You will need a Basic disclosure for this role.**

If you have any other questions about this opportunity, please call 01592 754206 (office) or 07858 594430 (Fr. Gerry Dillon) or email [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

## Interview

Interviews are scheduled to take place mid/late-September 2022. If you are selected for the interview, we will **write** to you by email to confirm the date, time and location of your interview. Due to practical constraints, receipt of application forms will not be acknowledged.

## Returning your application

Applications should be emailed to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org). Alternatively, applications can be posted to: Peace 'n' Jam, St. Luke's SEC, Ninian Quadrant, Glenrothes, Fife, KY7 4HP. All forms must be received by 12 noon on the closing date, **Friday 16th September 2022**.

**Please note that applications received after the deadline will not be considered.**

## Equal and Diversity Statement

The Scottish Episcopal Church is diverse in its tradition, outlook and culture. Such diversity enriches the Church and is expressed in warm relationships of mutual respect for one another.

The Vestry of St. Luke's celebrates and welcomes diversity in our church and in society as a whole. Thus, we make every effort to promote equality, diversity and inclusion and eliminate discrimination.

Our Peace 'n' Jam project puts equality at the heart of its activity. We aspire to reflect the diversity of Scotland and make the most of the skills different people in our local community can bring to our project.

To support this, we seek to ensure that our recruitment and selection processes are fair and we do not discriminate against candidates. You will not be discriminated against for any of the following reasons:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

You will not be treated less favourably based on whether you are, or are not, a trade union member or have caring responsibilities.

### Asking for reasonable adjustments

If you need us to make certain changes (known as 'reasonable adjustments') to make sure you're not disadvantaged during the recruitment process, you should contact us as soon as possible. Email us at [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

### Safeguarding, Disclosure and Criminal Record Checks

The Vestry is committed to safeguarding as an integral part of the activity of the charity. We believe everyone who participates with church activities is responsible for promoting a safe place even where the role doesn't involve any direct contact with children or protected adults.

You may need a criminal record check from Disclosure Scotland if you're applying for paid or unpaid work, or volunteering.

Disclosure means sharing sensitive personal information. Disclosure Scotland checks and shares information about people's criminal records. This helps organisations to employ the right people for certain types of work, like working with children or protected adults.

The type of check to be used depends on the voluntary or paid work you're doing or the role you are carrying out.

#### You will need a Basic disclosure for this role.

A basic disclosure is the most common and lowest level of disclosure available. It includes information on any '**unspent**' convictions the person has.



Under the Rehabilitation of Offenders Act 1974, some criminal convictions can be treated as 'spent' – meaning they're not relevant to basic disclosure – after a certain length of time. Spent convictions are not included on a basic disclosure.

The Vestry is committed to good practice recruitment. We do not request 'unspent' criminal record information during the initial application stage of recruitment. To this end, an applicant will be assessed on their skills and experience, rather than their background, **unless strictly relevant to the role.**

## Data Protection

The Data Protection Act 2018 controls how your personal information is used by us. Everyone responsible for using personal data has to follow strict rules called 'data protection principles.' Please read our [Privacy Policy](#), together with the privacy notice below, as it contains important information about how we collect, manage, use and protect your personal data.

## Privacy Notice

If you apply online for a position with our Peace 'n' Jam project, we will use the information you provide to assist in the recruitment selection process and as set out above. The Vestry, St Luke's may also seek additional information from other sources, for example, by using your references. References will only be taken up for applicants who are shortlisted for interview, or unless we ask your permission to do so.

Information provided on the application form and any information obtained from other sources will be retained in all cases in hard copy format and/or electronically securely and only for as long as is required for the purposes of:

- the administration of your application
- forming the basis of your employment records, if your application is successful
- discharging any legal or regulatory requirements
- contacting you in relation to your application (this could be by email, post or SMS)

By submitting your application online or by post you will be giving your consent to The Vestry, St Luke's to process your personal and sensitive personal data for the purposes explained above. Should you wish to withdraw your application, please contact [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).

Should you wish to see a copy of the information held by The Vestry, St Luke's which you have provided as part of your application for employment, this information will be provided within 30 days of receipt of your request. Any request should be made in writing to Peace 'n' Jam Project, St. Luke's SEC, Ninian Quadrant, Glenrothes, Fife KY7 4HP or via email to [enquires@stlukes-glenrothes.org](mailto:enquires@stlukes-glenrothes.org).