



Premises Coordinator

at

Edinburgh: Gorgie and Palmerston Place Church

Thank you for your interest in this position which came about following the union of our two churches.

About Us

Gorgie and Palmerston Place (G+PP Church) is a new charge formed by the union of two thriving congregations in the west of Edinburgh. The united parish is one of the largest in the city, in terms of both geographical extent and population. Both existing church buildings, on Gorgie Road and on Palmerston Place, have been retained as active worship centres for the new parish. We also have a community café and outreach centre at Saltyard on Dalry Road.

The united parish extends from Queensferry Road in the north as far as Stenhouse in the south and west, embracing the bustling transport hub of Haymarket and the full length of Dalry Road and Gorgie Road, a distance of some 4 miles.

Apart from Haymarket Station, it encompasses a number of notable public buildings, including Tynecastle Stadium, the home of Heart of Midlothian FC, HM Prison Edinburgh, and several primary and secondary schools. Around 24,000 people live in the parish, which represents nearly 5% of the city's population. There is a considerable student population, with a number of dedicated halls of residence and more under construction.

Our two church buildings, on Palmerston Place and Gorgie Road, are approximately one mile apart, and conveniently linked by several bus routes. Half-way between them on Dalry Road the Church runs Saltyard, a community café and hub, which is invaluable as a mission and outreach base, and is also used for various less formal worship services.

We are in a Parish Grouping with two neighbouring congregations, Murrayfield Parish Church and St Stephen's Comely Bank Church, with whom we co-operate

closely and run various joint activities. We also have a close relationship with St Mary's Episcopal Cathedral and again run several joint activities with them.

We are in the process of appointing a new minister willing to accept the challenge of leading us at this exciting and testing time in our history and hope to have someone in place soon. The minister will be working as part of our recently constituted Ministry Team: Reuben, our Ordained Local Minister (OLM); Lisa and Jessica, our Ministerial Assistants responsible for Pastoral and Outreach and Children and Families work; our Organist and our Communications Co-ordinator, Gregor. We also benefit from the input of our three evening and weekend Caretakers, Daniel, Piotr and Rory and our three Catering staff at Saltyard, Norda, Alex and Ruaraidh as well as numerous willing volunteers. We look forward to our new Premises Coordinator joining this growing staff team.

About the vacancy

Ideally, we are looking to appoint a part time coordinator, working twenty hours a week on Monday, Tuesday and Wednesday. We would expect the Premises Coordinator to spend time in the offices at Gorgie Church and Palmerston Place Church each week and sometimes in the office at Saltyard Café too.

The Premises Coordinator will often be the first point of contact with our church and must therefore be fully aligned to our Christian ethos and values so we are looking for special people with a strong and lively Christian faith. [This is a Genuine Occupational Requirement in terms of the Equality Act 2010]

Since our Union, we have been working to develop our vision for the future of the Parish. To this end, we have held two "Vision 2030" days at which the whole congregation has been invited to think prayerfully about our priorities for the years ahead and we have identified and agreed on:

- Mission through service
- Young people and families
- Discipleship and equipping
- Caring and nurturing

In all these areas we will work with other churches and organisations in our parish and in the wider church.

Role description

Title of the Post:

Premises Coordinator

Responsible to:

Parish Minister once appointed, interim line manager as appointed by the HR Team

Purpose of the post:

Along with our Communications Coordinator to be part of our Staff Team, providing administrative support to the Minister, Property Conveners, Treasurers, Session Clerks and volunteers involved in our Mission so that we can fulfil our Vision priorities. To oversee the use of all of our buildings and assist in the maintenance and upkeep. Both Coordinators will share responsibility for dealing with callers at the door and handling incoming post, email and phone calls.

Main Duties:

- To ensure rooms are set up and cleared up for internal and external adhoc lets and to be first point of contact for our tenants
- To be responsible for Catering and Caretaking staff and liaise with contract cleaners
- To draw up daily and weekly cleaning schedules and for ensuring an adequate supply of cleaning materials and stationery stock
- To administer the marketing, rental agreements, letting hire contracts for short and long term use of our premises by outside agencies
- To oversee the master church diary, including use of Saltyard
- To act as Health and Safety and Fire Officer, maintaining the Premises Log Books, Fire Risk assessments and annual maintenance spreadsheets, scheduling inspections as required
- To maintain the keyholders registers and ensure the security of our buildings

Additional duties:

- To ensure compliance with Church of Scotland Health and Safety guidance
- To update the Inventories and prepare for the Presbytery annual inspection of records
- To provide regular reports to the Property and Finance Team
- To participate in the annual appraisal process.

Person specification:

- We are looking for someone with excellent inter-personal and communication skills which align with our Christian ethos along with the ability to maintain confidentiality
- We need someone able to work on their own initiative and also to work as part of a team
- Proven leadership of staff and volunteers would be welcomed
- We would like someone with creative flair and an eye for detail
- Proficiency in the use of Microsoft Office is essential
- Having experience of working in a church environment and/or in facilities management would be an advantage

Terms and Conditions:

The working hours are a minimum 20 hours per week, subject to discussion.

Start date – as soon as possible

Salary from £27.5k per annum (pro rata). The post is permanent but probationary and mutually reviewable for a period of six months.

There is provision for five weeks holiday plus nine statutory days each year, with the holiday year running from 1st January to 31st December.

A pension scheme is in place.

How to apply:

Interested candidates should submit a CV including the names and contact details of two referees (only to be contacted if the job is offered and accepted) and a letter of application explaining their interest in and suitability for the position.

Applications should be e-mailed to Norma Rolls our HR Team Leader at norma@palmerstonplacechurch.com

or posted/delivered to:

Mrs Norma Rolls
c/o Gorgie and Palmerston Place Church Office
Annan House
10 Palmerston Place
Edinburgh EH12 5AA

by the **closing date: 12 noon on Monday 9th December 2024**