



Paisley Abbey

Part Time Assistant Church Officer

Job Profile

The Part Time Assistant Church Officer will work as part of a small team with the Church Manager as Line Manager. The hours worked will average 16 hours a week with flexibility as to the days and times worked which may include Saturdays and Sundays as well as weekdays.

The hourly rate of pay is £8.21 and is subject to annual review.

Duties will include cleaning of the Abbey, Place of Paisley (the building attached to the Abbey which contains the Gift Shop, Coffee Shop and meeting rooms) and the Lawn Street halls, undertaking minor maintenance, being responsible for the security of the buildings and the health and safety of volunteers and visitors and acting as required as Church Officer (Beadle) at services on Sundays or weekdays: all as part of a small team of three people under the direction of the Church Manager.

The post holder will be expected to work well with the Abbey's volunteers and to help create a warm, welcoming experience for all the Abbey's visitors and buildings users.

The post holder should take pride in the achieving of high standards in their work.

The post holder should be in sympathy with the Abbey's Christian ethos.

Applications to be made by completing the application form and returning it as indicated by **Friday 10 May 2019**.



Application for Position of Part Time Assistant Church Officer

Name

Address

Phone Number

Date of birth

Email

Please give details of previous / other employment (including dates)

Qualifications

Please explain why you are applying for the job and why you think you should be considered for the rôle of Part Time Assistant Church Officer as outlined in the Job Profile

Please give the name and contact details of two people from whom a reference may be obtained (one of whom should normally be your current employer, if any)

Please return completed form either by email to:

alan.birss@paisleyabbey.org.uk

or by post to:

Paisley Abbey (Part Time Assistant Church Officer Appointment)
Abbey Close
Paisley
Renfrewshire
PA1 1JG

Closing Date for applications – **Friday 10 May**

Signed

Date