



# St Ninian's Church, Corstorphine

144 St John's Road, Edinburgh EH12 8AY

## Church Officer Vacancy

St Ninians Church of Scotland, Corstorphine, has a vacancy for a Church Officer. This is a part time position of 16 hours per week split over 4 days. This will be mainly Monday-Friday although occasional Weekend / Evening working may be required. Duties include: -

- Coordinating the maintenance and upkeep of the Church buildings on a day-to-day basis, identifying and reporting issues that arise.
- Negotiate, arrange and coordinate contractors to attend to issues in a timely manner in conjunction with the Church Administrator
- Coordinate and keep records of annual maintenance events such as equipment servicing and testing.
- Ensuring the halls are ready for group hires as well as meeting and greeting those hiring the halls.
- Carrying out small maintenance tasks where practicable
- Some light caretaking/ cleaning duties will also be required to ensure that our halls and facilities are kept good for everyone.

Salary is £10,907 pa with any additional hours worked paid pro rata.  
A more comprehensive role description is available.

To apply or find out more please contact: [Session-Clerk@st-ninians.co.uk](mailto:Session-Clerk@st-ninians.co.uk)