
FABRIC CONVENOR

Following the death of Alister McGlashan earlier this year, we are now looking for a practical, organised and reliable person to serve as Fabric Convenor.

The Fabric Convenor will oversee day-to-day property matters and help plan routine maintenance, repairs and improvements. The role involves working with the Kirk Session, Church Administrator, relevant committees, contractors and members of the Fabric Committee to make sure the church's property is cared for responsibly and in line with required approvals.

MAIN RESPONSIBILITIES

- Monitor the condition of church buildings, manse, grounds and any associated property.
- Arrange routine maintenance, inspections and minor repairs as required.
- Keep appropriate property records, including maintenance, testing and contractor information.
- Help ensure safety equipment, electrical testing and other compliance checks are kept up to date.
- Obtain quotes and liaise with contractors for agreed works.
- Report regularly to the Kirk Session or relevant committee on property matters, priorities and costs.
- Support planning for larger fabric projects and seek the necessary approvals before work begins.
- Lead the Fabric Committee.

SKILLS AND QUALITIES

- A practical approach to buildings, maintenance or project coordination.
- Good organisational and communication skills.
- Ability to work with volunteers, office bearers and external contractors.
- Experience in property, construction, health and safety or facilities management would be helpful, but is not essential.

The Fabric Convenor will not be expected to do everything personally; the role is about coordinating, reporting and helping ensure that the right people are involved at the right time. Support and guidance will be available from the Session Clerk Team and Presbytery contacts and other office bearers.

If you would like to find out more about becoming Fabric Convenor, or if you know someone who may be suitable, please speak to any member of the Session Clerk Team. An informal conversation can be arranged before any commitment is made.