



Job Title	Centre Intern
Salary	Voluntary
Hours	Full time
Reports to	Sports Outreach Worker

Job purpose

This Volunteer position has been created to support the St Madoes and Kinfauns Church Madoch Centre transition from COVID recovery outreach to a return to a Centre programme through the phases of the Scottish Government route map.

PRINCIPAL DUTIES:

Volunteer Tasks:

- Assist with delivery of food and essentials during COVID recovery.
- Support and assist with sports and fitness and/or community sessions at the Madoch Centre.
- Assist with practical duties involved with running a community hub.
- Work with line manager to develop a personal development plan including training and skills development.

Throughout all duties the successful applicant would follow carefully safe operating guidelines set out in Centre COVID risk assessments.

Arrangements

Training grant – work with staff to identify suitable training opportunities.

Accommodation provided locally and subsistence allowance available.

Christian ethos.

11-month volunteer position.

Line manager for day to day Centre support plus pastoral support from a member from the church

Person Specification		
Qualifications		
<ul style="list-style-type: none"> Evidence of good general education 	√	
<ul style="list-style-type: none"> Relevant training, qualifications or volunteering experience 		√
<ul style="list-style-type: none"> Knowledge and Experience 	Essential	Desirable
Experience in a voluntary or community setting	√	
<ul style="list-style-type: none"> Experience of organising and executing small projects 		√
<ul style="list-style-type: none"> Ability to communicate with a wide range of people - voluntary, verbally and in writing 	√	
<ul style="list-style-type: none"> Ability to work alone or as part of a team 	√	
<ul style="list-style-type: none"> Ability to empathise with varying concerns and issues 	√	
<ul style="list-style-type: none"> Good problem-solving skills 		√
Commitment and enthusiasm	√	
<ul style="list-style-type: none"> Listening skills 	√	
Confident in talking to groups or individuals		√
<ul style="list-style-type: none"> Excellent attention to detail and organised 	√	
<ul style="list-style-type: none"> Good knowledge of word processing/spreadsheets 		√
<ul style="list-style-type: none"> Working Conditions 		
<p>Whilst having an active faith is not a requirement, this post does require someone who accepts, with integrity, the beliefs and values of the lead organisation and is prepared to work in such a way as to uphold and respect them.</p> <p>Set, unpaid, holidays are provided throughout the year in line with centre closures.</p> <p>Flexibility in how the hours are works will be needed. Weekend working will be a requirement.</p> <p>PVG registration will be required before taking up post.</p> <p>The Post holder will report to the Sports Outreach Worker.</p>		
Approved by		Date

To apply – send your CV and a covering letter to info@madochcentre.com

St Madoes and Kinfauns Parish Church are leading and financing this post but working in partnership other organisations such as the Café SCIO, Community Sports Hub – the post is funded by TNL Awards for All and Faiths in the Community. St Madoes and Kinfauns Parish Church is a registered charity and part of the Church of Scotland.

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