



Work with us

# Staff Team

Recruitment Pack

Start date: January 2018







## **Welcome to Compass**

We are delighted that you have taken the first step to joining the team here at Compass Christian Centre, Glenshee.

We want to be at the forefront of Christian Outreach amongst the young people of Scotland and our aim is to share the love of Jesus Christ in the atmosphere of a caring home while providing opportunities for the enjoyment of outdoor activities.

We are the oldest established Christian Outdoor Centre in Scotland and we have just celebrated our 50th anniversary! Our converted hunting lodge sleeps over 60 guests and each year we welcome more than 1600 young people under the age of 16 years through our doors. We work with schools from Aberdeen, Angus, Dundee, and Perth & Kinross Councils as well as dozens of Church and Youth Groups from all over Scotland. We have some really exciting activities for our guests including water based activities and our new Stanley Nairne Skytrail aerial ropes course.

If you join the work here, you will be an enthusiastic team player with excellent customer service skills and have a desire to provide an outstanding quality of service to our guests.

This is a residential post and a permanent position, initially for one year, with a probationary period of three months.

For this post, it is important that you are committed to Compass Christian Centre's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation. Appointment to the team will be subject to 2 suitable references and a satisfactory PVG Scheme Disclosure.

This pack contains a job description, person specification and terms of employment. Please read through everything carefully and if you feel this is for you and you would like to apply, send your completed application form to Robyn - you'll find all our contact details on the back page.

In the meantime, please be assured of our prayers as you consider and pray about whether this is the right move for you.

*Nigel Johnston*  
**Centre Manager**





## **JOB DESCRIPTION**

It is an occupational requirement that the post holder is a practicing Christian, under part 1 of Schedule 9 of the Equality Act 2010. This means that you have a personal faith in Jesus Christ as Saviour and Lord and that you believe the Bible to be trustworthy and the highest authority for faith and life. It is important that you are committed to Compass Christian Centre's ethos, working principles and vision and are able to demonstrate this through your commitment and motivation.

The Centre is an intentional community and it is a requirement of this role that the candidate takes an active role in this community. This includes: living on site in staff accommodation provided, taking part in daily staff devotions, undertake professional development as required.

The successful applicant will be required to become a member of the Protection of Vulnerable Groups (Scotland) Scheme.

## **JOB TITLE**

Staff Team

## **CONTRACT TERM**

1 year / Full time, starting January 2018

## **PURPOSE**

To support the vision and aim of Compass Christian Centre by working across teams and providing a high standard of care to our guests.

## **TASKS**

As part of our team you will assist in ensuring that the provision of housekeeping services to our guests is of the highest standard possible. You will have responsibility for daily cleaning and kitchen duties, working alongside our cook and other team members. You will be trained in basic food hygiene and first aid. In addition you will be trained in activities and instruct groups of both children and adults. You will take part in 'Download' in the evenings, which is our opportunity to present our faith to school groups. In off-peak season you will be part of a maintenance team.

- House / Kitchen:** Cleaning bedrooms, toilets, showers and public rooms and areas  
Laundry  
Prepare and cook breakfast, serve meals, clean dishes, kitchen and dining room
- Activities:** Include tree climb, crate climb, zip wire, low ropes, team building
- School Programme:** Welcome and Centre tours/induction  
Group instruction  
Evening activities e.g. Download programme, campfire, serve supper, disco
- Seasonal & Other Duties:** Grounds maintenance e.g. gardening, grass cutting, gritting, moving snow  
Building maintenance e.g. painting, changing lights, minor repairs as skill allows  
Any other tasks to support the work and ministry of Compass Christian Centre as requested by your line manager or the Centre Manager.



## PERSON SPECIFICATION FOR STAFF TEAM

CRITERIA	ESSENTIAL	DESIRABLE
<b>Work Experience</b>		
Some work experience, e.g. in hospitality, guest services or a practical role.		✓
<b>Education</b>		
Willingness to undertake any training relevant to the job.	✓	
<b>Social</b>		
A practising Christian whose lifestyle is in keeping with Compass Christian Centre's ethos and statement of faith.	✓	
<b>Able to work in a shift pattern including evenings and weekends</b>	✓	
Willingness to live on site in staff accommodation provided and be an active part of the intentional community	✓	
<b>Aptitude</b>		
Passionate about the vision and aims of Compass Christian Centre	✓	
Willingness to work hard across different teams	✓	
A good team player	✓	
Commitment to providing a high standard of guest service	✓	
Willingness to learn new skills and improve performance	✓	
<b>Demonstrates commitment, initiative and a positive attitude</b>	✓	



## **TERMS AND CONDITIONS OF SERVICE**

### **HOURS**

This is a full time post and you will work an average of 40 hours per week. Meal breaks and other non-working time are not included. You will have two days off per week as arranged by line managers. These days off are normally consecutive but a degree of flexibility is required. Weekends are often equally busy as mid-week and therefore weekend work would be considered the norm. An early shift will start at 7.30 am and a late shift would end at 10.00 pm.

### **PROBATIONARY PERIOD**

The first 3 months of your employment will be probationary. Your performance will be monitored throughout this period. At the end of this period, if your performance is satisfactory, you will be confirmed in post. The employer reserves the right to extend your probationary period.

### **SALARY:**

You will be paid £400 per month in arrears on or before 25th of each month. In addition, Compass Christian Centre provide accommodation and a food package. They also cover all utilities and Council Tax.

### **PENSION:**

Compass Christian Centre is part of the Workplace Pension Scheme. Depending on age and income, you will be invited to opt in or out of the scheme.

### **HOLIDAYS**

The holiday year is 01 January - 31 December. Staff serving a minimum of 1 year are entitled to 29 days holiday each year in consultation with their line manager (this is inclusive of entitlement to local and national holidays). Staff serving less than 1 year are entitled to a pro rata number of days, and must serve a minimum of one month before taking any holiday. Holidays must be taken in the relevant year except in exceptional circumstances. 5 days holiday must be held for the Christmas period.

### **SICKNESS ABSENCE**

If you are ill and unable to work you must inform your line manager as soon as possible, preferably before you are due to start work. After 7 days off work you must produce a doctor's certificate.

### **TERMINATION OF EMPLOYMENT**

You are required to give and entitled to receive 1 months notice of termination of employment after successful completion of the probationary period. Salary may be paid in lieu of notice, but there is no entitlement to notice or pay in lieu of notice if your employment is terminated on the grounds of your material breach of contract or misconduct.

### **GRIEVANCE / DISCIPLINARY:**

Details of the Centre's policy can be found in the Staff Handbook. In brief, should you have a grievance, in the first instance speak to your line manager. If this is inappropriate, then you should raise the matter with the Centre Manager. There is a 3 step process to follow; failure to do so could affect any compensation awarded by an Employment Tribunal.



## How to Contact us

Having read all the information, if you would like to apply to join our team, please contact Robyn Johnston to ask for an application form.

 [robynjohnston@compasschristian.co.uk](mailto:robynjohnston@compasschristian.co.uk)

 01250 885209

## Thank you for your interest

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