

Long Term Volunteers

Scottish Churches House is an ecumenical conference centre. There is a staff of ten, four full time and six part time. The two Long Term Volunteers will be offered specific internship tasks to perform and will bring an international flavour to the staff team.

1. Work:

- Joining the House team in its overall work of welcome and provision of accommodation to groups of all kinds. This will involve working in the various departments of the House. It will give the volunteer an overall experience of the conference centre in all its aspects.
- Assistance in sales, marketing and fund-raising.
- Assistance in organising and managing conferences, seminars and other House programme events, including walking weeks, senior citizens' breaks, open day and work camp. The volunteer will have the possibility of joining in one or two House programme events of choice.
- Reception and administration, office and computer assistance. There is scope for a lot of IT work if the volunteer is computer literate.
- Some kitchen assistance, helping in the kitchen and dining room.
- Some domestic assistance, helping with cleaning and preparing bedrooms, meeting rooms and other facilities.
- There is always the opportunity to do gardening, painting and decorating, odd jobs and repairs and other occasional tasks.
- Each volunteer will bring their own particular competence and interest to the job. This will be used as best can be.

2. Qualifications:

- Reasonable proficiency in English.
- Reasonable confidence in relating to and communicating with people.
- Openness to people of different faiths and commitments. Although Christian faith is not a requirement, it would be very welcome
- Flexibility, willingness to set your hand to whatever comes along.
- Computer skills.
- Skills or experience in work such as gardening, painting and decorating, repairs, sewing etc.
- Willingness to work in a team with a variety of members, and help out when necessary.

3. Language: English

4. Accommodation:

The two volunteers will occupy a small flat in a wing of the main building. Each will have his/her own small bedroom with a shared common room and toilet/shower room.

5. Meals:

The volunteers will normally have meals with groups using the House. When there are no guests, food will be provided and the volunteers will cook for themselves in the main House kitchen.

6. Insurance:

Scottish Churches House will provide insurance cover during the volunteers' stay. This will not cover travel to and from Scotland. On arrival registration with the local Medical Centre will insure full medical cover, excepting any illness or medical condition which predates arrival in the UK.

7. Travel to Scotland:

Volunteers are responsible for the cost of their return travel from home to the point of entry (port, airport, etc) in Scotland. Scottish Churches House will pay their travel from the point of entry.

8. Agreement:

An agreement will be signed between the House and the volunteer. It will include:

- The variety of work as indicated above.
- 40 hour week, worked flexibly.
- Two days off per week, which may or may not be Saturday and Sunday.
- Two days holiday per month.
- The above arrangements to be agreed with the Wardens.

9. Trial period:

A mutual assessment of the suitability of the volunteer for the work will be made after one month. After three months an in-depth review will be conducted.

10. Weekly allowance: £32.00 (2007 figure)

11. Length of Stay and Starting Date:

- Six months or one year is preferable. However a shorter period may be agreed.
- Starting date by mutual agreement.

12. More information:

See the website, or contact the Warden who can put you directly in touch with former volunteers.

www.scottishchurcheshouse.org

13. Applications:

- Applications are sought on an ongoing basis.
- Applications should be in the form of a letter or e-mail stating why you want to volunteer and what you have to offer. This should be accompanied by a C.V. and two references.
- Applications should be addressed to:

The Warden, Scottish Churches House, 1 Kirk Street, Dunblane, FK15 0AJ, Scotland
Tel. 0044 (0)1786 823 588. warden@scottishchurcheshouse.org