



## **GREENBANK PARISH CHURCH, EDINBURGH**

### **Facilities Officer**

**Salary: £13.30 per hour**

**Hours: 27 hours per week (approximately), Monday to Friday**

### **OVERVIEW**

Greenbank Parish Church, Edinburgh, a Church of Scotland congregation of 600+ members, is seeking an enthusiastic and reliable person to undertake cleaning, handyman and caretaking duties at its premises, to work approximately 27 hours per week, Monday – Friday, between the hours of 12 noon and 6pm.

The ideal candidate will be organised, motivated and committed to supporting our mission (including our work as an eco congregation) and helping us maintain our role as a welcoming and safe environment for our large congregation, as well as the numerous local groups and organisations who make use of our premises every week. You must be reliable and trustworthy, and able to work on your own without direct supervision.

### **LOCATION**

The job is based within the church buildings at Braidburn Terrace but, on occasion, the role may involve carrying out tasks at the church's premises at Greenbank Crescent and Comiston Place.

Rev. Ian Y. Gilmour BD CertMin - Locum Minister

tel: 0131 447 9969  
email: [igilmour@churchofscotland.org.uk](mailto:igilmour@churchofscotland.org.uk)

Rev Moira McDonald MA BD Interim Moderator  
Edinburgh Greenbank Parish Church of Scotland, Charity Number SC011325  
Braidburn Terrace, Edinburgh, EH10 6ES

tel: 0131 447 9969  
email: [MMcDonald@churchofscotland.org.uk](mailto:MMcDonald@churchofscotland.org.uk)  
website: [www.greenbankchurch.org](http://www.greenbankchurch.org)

## **KEY RESPONSIBILITIES**

Cleaning: keeping the church premises tidy and clean, complemented by Greenbank's contract cleaners. This will include the sanctuary, halls, offices, meeting rooms, public areas, toilets and kitchen areas. Duties include sweeping, mopping, vacuuming, using the mechanical floor cleaner, dusting, refuse removal and recycling.

Events set up/ support: setting up and clearing halls, meeting rooms and sanctuary as necessary to accommodate user groups, public events and worship. This may include heavy lifting and occasional use of ladders and/or scaffolding.

Maintenance: having responsibility for the overall quality of minor maintenance and repair of the church buildings and halls. This will include tasks such as replacing bulbs, replacing door handles, decorative work, resolving minor plumbing and joinery issues. Responsibility for carrying out a weekly inspection of church premises to identify maintenance needs.

Groundswork: helping to maintain the church garden and outdoor areas (including the clearing and gritting of pavements around the church in snowy and icy weather)

Fire Safety: Keeping up to date with fire evacuation procedures and being prepared to participate in fire evacuation should a fire break out on the premises.

## **QUALIFICATIONS**

- ❖ Proven experience in a maintenance or caretaking role, preferably in a similar setting
- ❖ Ability to demonstrate competent repair skills
- ❖ Ability to operate cleaning equipment and tools
- ❖ Possession of high degree of interpersonal and communication skills
- ❖ Ability to work as part of a team
- ❖ Ability to show initiative and work independently
- ❖ Strong time-management and organisational skills
- ❖ Ability to respond quickly to emergency maintenance and cleaning issues
- ❖ As a condition of employment, the successful candidate will be required to complete a Basic Disclosure check and will also be required to obtain membership of the Protecting Vulnerable Groups (PVG) Scheme. These checks are in line with the Church of Scotland safeguarding requirements. Greenbank Church will provide details of the application process.

- ❖ Applicants must be eligible to work in the United Kingdom and will be required to provide proof of their right to work at the point of interview. Acceptable documentation includes a valid passport, visa or other official evidence as outlined by UK Home Office guidance.

## OTHER INFORMATION

- ❖ There may be the possibility of additional evening/weekend caretaking work (paid by the hour)
- ❖ Annual Leave  
The Facilities Officer is entitled to 33 working days annual leave, which includes Public Holidays. Approximately two weeks must be taken over the Christmas period, one during the Easter holiday period (dates to be confirmed each year) and two during the summer school holiday period.
- ❖ The postholder will be enrolled in Greenbank Church's Contributory Pension Scheme.
- ❖ The post is a permanent post.
- ❖ Greenbank Church is an equal opportunities employer, and welcomes applicants from all backgrounds.

Interested applicants should submit a covering letter **by 26 September 2025** detailing relevant experience and qualifications to Mrs Julia Dunbar, Staff Elder, Greenbank Parish Church, Braidburn Terrace Edinburgh EH10 6ES [staff@greenbankchurch.org](mailto:staff@greenbankchurch.org)

It is expected that interviews will take place during the week commencing 6 October 2025, and that the successful candidate will commence work in mid-October.

**Note:** This job description is intended to provide a general overview of the position and is not exhaustive.