Jordanhill Parish Church
28 Woodend Drive, Glasgow, G13 1QT
Scottish Charity number SC015683

Job title: Church Officer
Summary of role: setting up and maintaining Church facilities to support to the Minister, Kirk Session and other Church users

Job description : Jordanhill Parish Church of Scotland wish to appoint a new Church Officer to support the running of our church buildings as we worship God and serve our community.

The Employee will carry out the whole duties pertaining to the post of Church Officer which shall include: -

Main Duties

1. Preparation for and attendance at worship on Sundays, including communion services, also all additional Sunday or weekday services sanctioned by the Kirk Session.

2. Preparation of church and halls for Sunday, Wednesday and other services, assisting the office-bearers on duty, including setting up the Memorial Hall with tables and chairs on the Sunday morning, and for the Wednesday café.

3. Preparation of church premises for weddings and funeral services, if availability permits.

4. After all services, the Employee shall be responsible for effectively tidying up and cleaning the premises.

5. The Employee, as a key holder, shall check the security of the church and halls before leaving.

6. Assist church organisations and other users of the church premises in their use of the premises. It is however the responsibility of the other users of the church and halls to set up rooms to their requirements and to leave the church premises clean and tidy after use.

7. If any repairs are required to the premises or their furnishings, the Employee will report the same to the Property Convener. Undertake light building maintenance duties, this may include working at reasonable height on ladders.

8. Other cleaning duties within the church premises include the office and vestry weekly and balcony monthly. Ensuring that the office radiator thermostat has been turned down and that the toilets have an adequate supply of toilet rolls and paper towels. Ad hoc cleaning for the safety of the users of the building

9. The Employee will ensure that adequate stocks of cleaning materials are available within the church premises, and made available to cleaners and users of the premises as they require in order to comply with their duty to leave the church premises clean and tidy. The ordering of supplies is done in liaison with the Church Administrator.

10. At all diets of worship on Sundays and weekdays the Employee shall be suitably dressed.

11. The Employee shall assist and liaise with the Church Administrator for the weekly testing of the fire alarm system and visual check on fire safety equipment.

12. The Employee shall assist and liaise with the Church Administrator for the weekly and monthly checking of the Defibrillator equipment.

Other responsibilities

Undertake such other duties as deemed appropriate by the Parish Minister

Person Specification: Church Officer

Skills, abilities and knowledge	**Essential**	**Desirable**
Ability to prioritise workload	√	
Good organisational skills	√	
Ability to communicate effectively with others both orally and in writing and excellent interpersonal skills	√	
Good literacy and numeracy skills	√	
Understanding of property matters and what is required for the healthy upkeep of a building		√
Proven ability to work alone, or collaboratively with colleagues and contribute to effective team working	√	
Demonstrate flexibility to the needs of church users	√	

Understanding of Health and Safety practices		√
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010		√
Be suitably presented at all times	√	

Terms and Conditions

- This is a part time role for 7 hours a week
  being normally Tuesday 6.00pm to 9.00pm [there is scope for these hours to be a Wednesday morning by arrangement], Sunday 9.00am to 1.00pm.
- The salary will be £4680 per annum gross, payable in arrears per calendar month
- The Employee will be permitted to make a charge of £70.00 for attendance at weddings or funerals held in the Church
- There are 5.6 weeks pro rata paid leave in each full holiday year which runs from 1 January to 31 December (equivalent of 39.5 hours work)
- Sickness pay: two weeks full pay followed by two weeks half pay. The post holder will then revert to statutory pay.
- The post is based at Jordanhill Parish Church and Halls, 28 Woodend Drive, Glasgow, G13 1QT.
- Two months written notice period is required for this post

How to Apply

Applications should be sent by email to the church office administrator at jordanhillparishchurch@gmail.com and must be received by 23rd November 2026.

A full job description and contract terms can be made available on request from the Jordanhill Parish Church office on jordanhillparishchurch@gmail.com.

Applications should comprise:
• A covering letter outlining how your skills, experiences and personal qualities match the requirements of the role.
• A full CV, including a full employment history showing positions held and responsibilities.
• Please provide two reference contact details. References will not be contacted until later in the process.