

Recruitment

Support Recovery Community Coordinator

The Strathclyde Methodist Circuit (SC 002159) is recruiting for a one-year position of) a **Recovery Community Support Coordinator** (8H) supplemented by **Church Support** (8H)

The hourly rate is **£/H12**. Ideally the position would start in September 2024. Flexible hours within 16H a week.

It is a **one-year contract**.

The location for the Church Support work is 229 Woodlands Road (Glasgow) and 35 Second Avenue (Clydebank). The location for the Recovery Support work will be within Strathclyde. A monthly bus pass will be available. The person will have one single line manager for the three jobs.

The **Recovery Community Support** tasks include:

- Exploring new Recovery activities and strategy in Strathclyde
- Supporting the Recovery Minister with implementation of strategy
- Liaising with various recovery groups and fellowships
- Assisting Recovery Minister to implement safeguarding policies during training and Recovery Church activities.

The **Church Support** tasks include oversight of two buildings and involves some cleaning in Woodlands.

1- Clydebank

- 30 mins daily round of the building everyday including clearing what groups have left behind (clearing not cleaning)
- If maintenance needed to contact designated Church steward. If/when agreed to contact works(wo)men for maintenance. Letting such work people in and out and oversight about the work and report on progress to designated steward.

2- Woodlands

- Basic cleaning of the building.

Must: Reliable, committed, independent, team worker, general literacy (able to read and write in English), inclusive, punctual, willing to learn, strategic thinking, good understand of recovery communities, understanding of the tasks of the job.

Desirable: Addiction life experienced, IT literate, good knowledge of Strathclyde, some work experience

Application

Your application should be sent by post to the attention of Revd Laurent Vernet 229 Woodlands Road Glasgow G3 6LW or by email to laurent.vernet@methodist.org.uk before the 20th July 2024.

Your application should include the following documents: Resume (CV) + letter/message to explain why you believe you could be the right person to the job + at least one reference (name, function, email address and phone number)

Invitation to interview (likely to be on Zoom) will be communicated by email during the week starting on Monday 29th July 2024.

Please note that the successful candidate will be expected to undergo the Advanced Safeguarding Training of the Methodist Church as soon as possible. As the position may involve working with potentially vulnerable adults, DBS will be checked.

Employment policies: <https://www.methodist.org.uk/for-churches/employees-and-volunteers/lay-employment-resource/>