



## Camps Coordinator

The Free Church of Scotland is a registered Scottish charity. In addition to congregational activities, the Church runs an extensive and popular programme of short-term residential camps for children and young people every summer (Free Church Youth Camps).

We are looking for an enthusiastic and energetic person to join our team of committed staff in the Church offices to help in the efficient planning and administration of the camps programme.

The Camps Coordinator will have frequent contact with people from across the Church, including ministers, volunteer leaders and parents. The post holder will be highly organised and self-motivated and have a passion for supporting work amongst children and young people.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to demonstrate a firm Christian commitment. As such, the successful candidate will be a Christian with an active commitment and sympathetic to the values, aims and ethos of the Free Church.

### Overview

Hours: 35 hours per week (Mon – Fri) with some flexibility as needed.

Start Date: November / December 2021

Location: Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS.

Salary: Approximately £24,000, dependent on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: 24 days plus 10 public holidays per annum.

**Application forms may be obtained from the Free Church website or Sharon Fraser, PA to the CEO, by email to [sharon@freechurch.org](mailto:sharon@freechurch.org). The closing date for applications is Monday 25<sup>th</sup> October at 4pm. Interviews are expected to be held in Edinburgh on Friday 29<sup>th</sup> October.**

**Role Purpose:**

To plan and coordinate the annual camps programme: including planning the programme and booking venues; supporting and training camp leaders; managing bookings and participant information; taking responsibility for camp logistics; publicising camps and sharing information throughout the year.

**Role Description:**

<p><b>Camps Coordinator</b> Key Responsibilities</p>	<ul style="list-style-type: none"> <li>• Plan and administer the annual camps programme, including booking of venues and other resources, securing volunteers for positions and overseeing budgets.</li> <li>• Take camp bookings, allocate spaces, administer payment of fees and make all necessary transport arrangements.</li> <li>• Provide all preparatory information to parents, campers, team leaders and other volunteers ahead of each camp, including maintaining the website and keeping it up to date.</li> <li>• Work closely with the Camps Supervisor in all necessary aspects of planning, risk management, compliance with policies, and camps administration.</li> <li>• Maintain and develop effective record keeping systems.</li> <li>• Liaise with members of finance team to ensure budgetary compliance and in other matters e.g. payment of camper fees.</li> <li>• Promote camps through various channels, with a strong emphasis on online channels and multimedia, and including communication with congregations.</li> <li>• Liaise with congregations, leaders and other key stakeholders, enthuse others, and encourage prayer and practical support for camps.</li> <li>• Collate feedback and continue to develop the camps programme.</li> <li>• Act as Safeguarding Coordinator for those involved in camps.</li> <li>• Identify, assist and develop programmes for volunteer leaders (and others working with young people), overseeing and supporting training programmes such as Safeguarding.</li> <li>• Support wider FCoS youth events and encourage youth engagement in local congregations.</li> <li>• Assist colleagues in other tasks and mission projects as necessary.</li> </ul>
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Camps Coordinator will report to the Chief Executive Officer but will also have close links to the Camps Supervisor and to the Chairperson of the Church Equipping Sub-Group of the Mission Board.

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and sympathetic to the values, aims and ethos of the Free Church.	Educated to degree level or equivalent.
High degree of efficiency with excellent organisational skills.	Experience of working with Christian or other third sector organisations and volunteers.
Self-motivated and flexible in approach, with enthusiasm, dedication and the drive to work on own initiative.	Expertise in producing multimedia content, particularly videos.
Excellent communication skills and excellent attention to detail.	Demonstrable experience of database management.
Proficient in Microsoft Office suite of programmes.	Experience of recruiting, managing and developing volunteers.
Proven record of successfully working in teams and relating well to other people.	Awareness and understanding of Protecting Vulnerable Groups (PVG) Scheme.
Ability to deal with sensitive information in confidence.	Microsoft Office certificate or similar.
Demonstrable success in problem solving and meeting deadlines.	
Expertise in website and social media use for communication and marketing.	
Passion for work with children and young people and an ability to enthuse others.	

Appointment to this post is conditional on a satisfactory PVG Scheme disclosure.