



# NEWHAVEN CHURCH IS HIRING!

<b>Position</b>	Church Caretaker/Hall Keeper
<b>Hours</b>	Total of 4 to 5 hours per week. Typically involving Mondays, Tuesdays, Wednesdays and Saturdays. There is flexibility in actual timings on some (but not all) of these days. If necessary, it may be possible to split the role across two people, one weekdays, one Saturdays.
<b>Place of work</b>	Newhaven Church, 7 Craighall Road, Edinburgh EH6 4ND
<b>About us</b>	We are an enthusiastic Church of Scotland congregation whose mission is to serve Christ, each other and the community. Our premises are in use seven days a week by our own groups, other community groups and private users
<b>What we are looking for</b>	Someone who <ul style="list-style-type: none"><li>• is looking to be involved in the life of our community</li><li>• is responsible and can be a key holder for the premises</li><li>• is reliable</li><li>• is reasonably fit and strong (the role involves lifting and moving trestle tables, chairs, large toys and other weights)</li><li>• has good communication and customer facing skills</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• Preparing the Church premises for group meetings, in particular setting out for and tidying away after<ul style="list-style-type: none"><li>○ the Toddler group on Tuesdays</li><li>○ the Haven Group on Wednesdays</li></ul></li><li>• Opening and closing the church for casual bookings for parties on Saturday and occasional midweek events</li><li>• Liaising with Church Administrator regarding hall bookings</li></ul>
<b>Rate of pay</b>	At National Living Wage rates
<b>Start date</b>	1 July 2026
<b>Reports to</b>	Session Clerk (Colin MacNeill)
<b>Enquiries to</b>	Colin MacNeill <ul style="list-style-type: none"><li>• <a href="mailto:sessionclerk@newhavenchurch.org.uk">sessionclerk@newhavenchurch.org.uk</a></li><li>• 07788 923932</li></ul>