

THE BEREA TRUST LIMITED

Windmill Christian Centre
Millgate Loan
ARBROATH
DD11 1QG

Tel: 01241 434455

May 2010

Subject: Maintenance and Support Staff

Dear Sir/Madam,

Can you help?

The Windmill Christian Centre is a residential centre providing affordable accommodation for camps, youth weekends, church outings and conferences in Arbroath. It was purchased in 1998 and prior to this the Berea Trust was formed. The centre is now fully operational and has 40 rooms of which 15 are en - suite bedrooms.

As managers operating in a voluntary capacity Murray and Ruth Lawrie have overseen an ongoing programme of works which has led to an increase in groups applying to use the centre. This is encouraging but has placed additional demands on the Lawrie's over and above their already busy workload. The trustees have recognised this and wish to employ either a couple or an individual to:

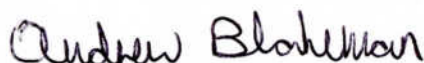
- a) help in a practical way with the maintenance and improvement of the building
- b) provide cover allowing the Lawrie's more flexibility in being away from the centre from time to time. A more detailed job description is enclosed.

What the trustees are looking for above all is a couple or individual committed to the work and the Christian ethos of the centre. Remuneration is subject to agreement and accommodation can be made available.

If you would like to discuss the job informally feel free to contact the Lawrie's at the above address or alternatively either phone 01241 434455 or e mail to murray@windmillchristiancentre.org.uk

Formal applications including a CV should be sent to me at 18 Martin Street, Dundee DD4 7ER on or before the 14 July 2010. We look forward to hearing from you.

yours in His service



Andrew Blakeman (chairman of the Berea Trust)

Job Type: Maintenance & support staff

Location: Windmill Christian Centre, Arbroath

Start Date: Immediate

Duration: To be agreed (1years initial contract)

Key tasks:

- Assisting managers to plan and implement improvement projects
- Carrying out maintenance and upgrading works
- Maintaining grounds
- Supervising volunteers
- Keeping to set budgets
- Housekeeping, including routine cleaning and changeover day work
- General administration tasks including handling enquiries and bookings
- Providing relief cover to managers
- Possible involvement in Christian Programme with Schools & groups

Qualifications & experience:

- Enthusiasm & ability to work hard as part of a team
- Trade background or competence in general building work essential
- Current driving license
- Housekeeping and supervisory experience an advantage but not essential
- Basic computer skills
- An active interest and involvement in local church life

In line with good practice, a criminal record check will be made with Disclosure Scotland before any position is offered.

Benefits: Remuneration to be agreed but may include, accommodation and annual leave.

Information: If you would like to discuss the job informally feel free to contact the Lawrie's:

Murray & Ruth Lawrie
Managers
Windmill Christian Centre
Millgate Loan
Arbroath
DD11 1QG

Email: info@windmillchristiancentre.org.uk

Tel. 01241 434455

How to Apply: Formal applications including a CV should be sent, by 14 July 2010, to:

**Andrew Blakeman
18 Martin Street
Dundee
DD4 7ER**