



THE CHURCH OF SCOTLAND
Chief Steward – General Assembly Volunteer

The Assembly Business Committee are looking for a Chief Steward volunteer to join the team of volunteer Stewards, playing a key role in ensuring that the Steward team are fully briefed on duties during the Church of Scotland General Assembly based at the Assembly Hall in Edinburgh.

We are looking for someone who understands and participates in the life and worship of the Church of Scotland.

You will have experience of ensuring a venue has the appropriate security, risk assessments and personal emergency evaluation plans in place. High-level organisational skills and attention to detail are essential, as are excellent interpersonal and communication skills. Evening and weekend volunteering will be required.

For details on how to apply, or for more information on the role, please visit [volunteer positions within the Church | The Church of Scotland](#)

Closing Date: 12 noon on Monday 17th February 2025

Interviews will take place Friday, 14th March at the Church Offices, 121 George Street, Edinburgh

Full details on how to apply can be found at the end of the job description



**CHURCH OF SCOTLAND
CHIEF STEWARD – GENERAL ASSEMBLY VOLUNTEER
ROLE DESCRIPTION**

Volunteer Role Title:	Chief Steward – General Assembly Volunteer
Responsible to:	Assembly Business Committee
Other Requirements:	Ad-hoc to open and close the Assembly Hall for meetings during the annual General Assembly period, involving evening and weekends. Reliable access to transport to the Assembly Hall, Edinburgh during these times is important.
Date:	January 2025
Main Purpose of volunteer role:	Leading the other volunteer Stewards to ensure the Assembly Hall is safe and secure for the General Assembly.

MAIN TASKS

- Provide leadership to the Volunteer Stewarding Team and ensure all Stewards are aware of their responsibilities
- Recruitment of a suitable number of Volunteer Stewards to ensure all roles are covered throughout the time of the General Assembly
- Compile Volunteer Stewarding rota and circulate to Stewards in good time
- Maintain and update the database of Volunteer Stewards
- Attendance at meetings of the Assembly Arrangements Committee and some meetings of the Assembly Business Committee
- To take a lead in evacuating the Assembly Hall if required
- To take a lead in escorting disruptive members of the public out of the Assembly Hall
- To ensure the security of the Assembly Hall during the time of the General Assembly
- To arrange and lead the Volunteer Stewards briefing and training prior to the General Assembly
- To ensure compliance with the GA Risk Assessment
- To have an awareness of any PEEPs (Personal Emergency Evacuation Plans) which are in place for those in attendance at the General Assembly
- To undertake other duties as required by the Assembly Business Committee

Required skill, qualities and experience:

- Well organised with attention to detail
- Calm under pressure and able to follow key procedures in stressful circumstances
- Experience in the use of information technology applications, including Microsoft Office software
- Friendly Disposition
- Ability to work independently and as part of a larger team

- An understanding of the General Assembly and its work
- An understanding of the Assembly Hall and an ability to direct others through it
- An awareness of the General Assembly Risk Assessment and the Emergency Evacuation Procedures
- Ability to assist others to evacuate if necessary
- Ability to delegate to others when necessary
- Strong verbal and written communication
- Awareness of legislation around large-scale events

This volunteer position attracts an honorarium.

The successful candidate must be available over the dates of the General Assembly 2025 which are the 17th-22nd May. They will shadow the current Chief Steward in the run up and through GA25 and take over officially in June

How to Apply

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement outlining how your skills, experience and personal qualities match the requirements of the volunteer role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. This should be no more than two sides of A4.
- A full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Informal enquiries can be directed to The Reverend Michael J. Mair, Convener, Assembly Business Committee MMair@churchofscotland.org.uk