

Role Description: District Manse Visitor

Reports To	District Manse Visits Coordinator
Location	Home based, with travel around the District to conduct visits.
Remuneration	Voluntary. Reasonable expenses will be reimbursed.
Time Taken	Two hours per month.

Role Purpose and Objectives

- To share in the responsibility of visiting manses to ensure that they are in a fit condition as a residence for the minister and their family, as set out in Standing Order 965

Responsibilities

- To visit manses as scheduled by the Manse Visits Coordinator to discuss any concerns with the minister and their family.
- To carry out a physical inspection of the property during the visit to complete a schedule J form.
- To provide reports to the Manse Visits Coordinator after each visit.

Person Specification

- Good communication and listening skills
- An ability to build a good rapport quickly with others.
- An understanding of the need for confidentiality.
- Good organisation skills to complete forms and report to the coordinator.
- Ability and willingness to travel.

Special property knowledge is not required for this role.

The appointment is for three years with the possibility of extension for a further three years.

The appointment will be subject to a satisfactory Disclosure and Barring Service (DBS) check.