



Paisley Abbey: Part Time Operations Assistant

Temporary: fixed term 6 months

Salary: UK Living Wage payable monthly in arrears - £12.71 per hour

Hours per week: 16 (2-day shifts of 8 hours 8.30 am – 4.30 pm)

Paisley Abbey, founded in 1163, is a parish church of the Church of Scotland. It is known as the Cradle of the Royal House of Stewart, the birthplace of the first of the Stewart Kings of Scotland and has played a key role in Scottish history. Situated in the heart of the town, the Abbey is an active working church, visitor attraction and venue for concerts and events.

Paisley Abbey is currently seeking to recruit a part-time Operations Assistant to work as part of a small team within the Abbey.

The successful post holder will be responsible for assisting in the daily operational and maintenance duties in support of the Abbey as a working church, a visitor attraction and a venue. The Abbey is open to visitors from Monday to Saturday and on Sunday for services.

The hours worked per week will average 16, additional hours will be required to cover Sunday services, evening events and holidays.

The post is fixed term for 6 months, but with the possibility of this being extended.

Reporting to the Abbey Manager as line manager.

The Role

- Opening and closing of the Abbey on week days and on Sunday for services and ensuring the building is in a clean and safe condition for staff, volunteers and visitors.
- To be sympathetic to the Abbey's Christian ethos and heritage.
- To prepare the church for Sunday Services
- To act as beadle at Sunday services as part of a rota including Christmas and Easter
- To be suitably dressed, uniform will be supplied and must be kept in good condition.
- To make use of PPE as required

Tasks

- Acting as key holder and responsible for day-to-day security of the building
- Cleaning and maintenance of the Abbey church and Place of Paisley buildings, including public toilets, offices, gift shop and coffee shop
- Room set ups for meetings and functions, including catering
- Set up for events assist with erecting staging, lighting, and sound equipment as required
- Dismantling and storing equipment after events and functions and general clearing up
- Oversee the work of external contractors as directed by and reporting to the Abbey Manager
- Ensure contractors adhere to health and safety standards
- Monitoring repairs and faults, and reporting to the Abbey Manager
- If possible carrying out minor repairs and maintenance work
- Assisting at events, open days and major public functions
- Maintaining good housekeeping practice

- Adhering to all Health and Safety regulations in carryout required duties
- Part of rota for out of hours attendance at alarm call outs
- Cash handling for shop and café
- Undertake any other appropriate duties as directed by the Abbey Manager

Skills, Experience and Attributes

- Manual handling and physical activity is a core duty of this post
- Trade or technical background is desirable
- Good communication and interpersonal skills
- Adaptable to cover unsociable hours, early mornings, evenings and weekends
- Experience or knowledge of Health and Safety practices
- Understanding of working in a heritage environment
- Pride and commitment to achieving high standards

To apply for this post please submit a CV, with references and cover letter to:-

Linda Barrett, Abbey Manager Linda.barrett@paisleyabbey.org.uk

Please state where you saw this post advertised

Closing date for applications: Monday 17 August 2026

Candidates invited to interview will be asked to provide a [basic disclosure certificate](#)'

Paisley Abbey (Church of Scotland) Registered Charity no. SC007633

www.paisleyabbey.org.uk