



Berwickshire Christian Youth Trust

Sharing Christian hope with a new generation

Part-time administrator / schools' worker

Salary: £14,040 a year plus benefits

Contract: Part time, 20 hours per week;

Location: Duns Parish Church Office

Berwickshire Christian Youth Trust (BCYT) is a registered charity working in partnership with Scripture Union Scotland. As young people navigate the complexities of this modern world it is crucial we introduce them to Christ. We do this by working in schools, holiday clubs, missions and with churches.

The trust is seeking to appoint someone for 20 hours a week, which can be worked to fit the individual. Ideally, they would need experience of admin skills and working with children and youth. They need to work well in a team. The trust works across Berwickshire in the two high schools and associated primary schools. Developing and delivering presentations for school visits along with administrative work comprises a large part of the work. This post has an occupational requirement for the postholder to be a practising Christian, in accordance with the Equality Act 2010.

The successful applicant will be required to be registered with the Protecting Vulnerable Groups (PVG) scheme before taking up the post.

For any questions related to the role or to request an application pack, please contact trustees@bcytborders.org.uk.

Our website can be found at: [Berwickshire Christian Youth Trust – Berwickshire Christian Youth Trust](#)

Applications should be made, to the above e-mail address, with a CV and covering letter which should include:

- why you think you would be suitable for this post
- what gifts, skills and experience you could bring to the post
- names and contact details of two referees – one of which should be church leader

The closing date for receipt of applications is: 19th October 2026



Berwickshire Christian Youth Trust is a charity registered in Scotland: No: SC026804
BCYT is an independent trust in partnership with Scripture Union Scotland

