



## THE CHURCH OF SCOTLAND

### JOB DESCRIPTION

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<b>Title of Post:</b>	Parish Development Worker, Shetland
<b>Responsible to:</b>	This is a Ministries Council Appointment, but you will be responsible in the first place to the Transition Minister for Shetland; subsequently to the Parish Minister (Minister 1) for Shetland.
<b>Date:</b>	June 2019
<b>Hours:</b>	37.5 hours per week per week (there will be the possibility of two part time posts each of 18.75 hours per week)
<b>Main Purpose of post:</b>	To work closely with the ministry team to resource, train, and enable Local Churches across the Parish of Shetland to engage in mission, service and outreach primarily to the adult population of their local community.

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### MAIN DUTIES

#### Local Church Mission and Outreach

As part of the Ministry Team's work in developing and nurturing strong relationships between church and community, you will

- Build relationships of trust with Local Leadership Teams, enabling provision of effective encouragement, training, and resourcing for mission and outreach.
- In consultation with Local Churches, identify the spiritual and social needs of local communities.
- Develop models of engagement with local communities which enable Local Churches to share the love of Christ in word and action.
- Identify, train, and motivate groups of volunteers for mission and outreach activities.
- Work with the Safeguarding Co-ordinator(s) to ensure the training of volunteers and the protection of vulnerable groups.
- Co-ordinate and encourage co-operation between Local Churches, ecumenical partners, and other service providers.
- Develop a model of prayer ministry that seeks the Spirit's guiding for all local mission and outreach.

#### Team Ministry

As a part of the Ministry Team, you will also:

- Provide funeral cover where required, not more than 12 funerals per year.
- Lead occasional worship in Local Churches, not more than 18 Sundays per year.
- Lead occasional worship in local Care Homes, and equip and enable others to do so.
- Contribute to Ministry Team meetings

### Other duties

- Work closely with the Ministry Team, attending meetings and developing vision and strategies.
- Work closely with relevant Kirk Session sub-committee(s) under the unitary constitution.
- Communicate to the Kirk Session and to Local Churches information and vision for the work at least half-yearly.
- Play an active part in Presbytery, of which you will be a corresponding member.
- Contribute fully to the Ministries Council appraisal process.
- Undertake such other duties as may be required from time to time by the Parish Minister as part of the Ministry Team.

### Person Specification: Parish Development Worker

	Essential	Desirable
<b>Skills, abilities and knowledge</b>		
Ability to identify opportunities for outreach and community involvement.	✓	
Ability to plan, implement, and evaluate outreach activities and events.	✓	
Ability to recruit, train, motivate, and manage volunteers, individually and in teams.	✓	
Experience in working with a wide range of church and community groups.		✓
A commitment to partnership working, developing and maintaining links with local organisations.	✓	
Ability to engage with people with no church connection.	✓	
An understanding of causes and consequences of social exclusion; and an ability to engage excluded groups in dialogue and planning.	✓	
An understanding of the particular challenges for remote rural communities and their churches.	✓	
Skill in enabling and delegating responsibilities.	✓	
Ability to communicate effectively with others using highly developed interpersonal skills.	✓	
Competence in the use of IT and online communications.	✓	
Knowledge and understanding of the congregational life of the Church of Scotland		✓
Ability to conduct funerals or a willingness to be trained to do so.	✓	

Ability to lead worship in churches and in care homes, or a willingness to be trained to do so.	✓	
Holder of a valid driving licence, or access to unrestricted alternative private transport, if required.	✓	
<b>Personal Qualities</b>	Essential	Desirable
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	✓	
A strong and sustaining personal spirituality of prayer, Bible reading, and regular worship.	✓	
An imaginative openness to new ideas and different ways of working.	✓	
Ability to work unsupervised with readiness to use own initiative.	✓	
Ability to work collaboratively with colleagues and contribute to effective team working	✓	
Good oral and written communication skills	✓	
Awareness of and commitment to upholding professional boundaries	✓	
<b>Educational requirements</b>	Essential	Desirable
Qualified to degree level or similar in a relevant field; OR accredited training in community work; OR can demonstrate significant, relevant and recent experience in this area of work.	✓	
On-going commitment to continuing professional development including willingness to develop new skills as required.	✓	

## **Parish Development Worker**

### **Terms and Conditions:**

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- This is a full time permanent post. Salary is on a scale of £25,122 - £28,400 pro rata per annum. The successful candidate will start at point 1 of a 5 point scale and then move up the scale in annual increments.
- Normal hours of work will be 37.5 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are agreed initially with the Transition Minister, may vary from day to day.
- The post covers the entirety of Shetland. If required, office space will be provided to the successful applicant; alternatively, the successful applicant may work from home.
- There are 5 weeks pro rata paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage will be paid by the Employer in the first instance and re-claimed from the Parish on a quarterly basis.
- Membership of Disclosure Scotland PVG Scheme will be required.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

**Further information can be obtained from Rev Fran Henderson , tel: 01806 522469,  
[FHenderson@churchofscotland.org.uk](mailto:FHenderson@churchofscotland.org.uk)**

**Closing date: 12 noon Thursday 25<sup>th</sup> July 2019. Please complete both [Application Form A](#) and [Application Form B](#) and send to [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk)**

**Please mark the application clearly indicating whether you would like to be considered for a full time post or a part time post**