

**THE CHURCH OF SCOTLAND**

**MINISTRIES COUNCIL**

**JOB DESCRIPTION**

Title of Post: Parish Assistant – Drumchapel, St Andrew’s, Glasgow. This post is also suitable for that of Parish Deacon (please see additional information under Main Duties, Person Specification and Terms and Conditions for candidates wishing to apply for this post as a Deacon).

Responsible to: This is a Ministries Council Appointment but you will be responsible to the Parish Minister of Drumchapel St Andrew’s in the first instance.

Date: February 2022

Main Purpose of post: To develop and deliver a range of services and activities which aim to support individuals and families, to encourage personal development, facilitate positive relationships, reduce isolation, promote inclusion, and increase participation in community and congregational life; to assist the minister in a range of pastoral, congregational and community-related duties.

MAIN DUTIES

* Work with others in identifying individuals and families who require practical and emotional support, and to offer support, including pastoral care.
* Undertake pastoral visits to people in their homes, in hospital, or in care.
* Involvement in funerals and offering bereavement support.
* Link with individuals and families, including the elderly, asylum seekers, and other vulnerable people/families.
* Involvement with and support to 3D Drumchapel Family Project.
* Provide support and initiate programmes and strategies to engender sense of belonging and enhance church care.
* Organise activities and programmes designed to reduce isolation and encourage inclusion.
* Coordinate social events.
* Engage with and support other church activities as appropriate.
* Liaise with, and work in partnership with, organisations connected with the church and other community groups as appropriate.
* Identification, selection, recruitment and supervision of volunteers.
* Assist with funding applications when required.
* Attend church meetings and other meetings as appropriate.
* Participate in worship as appropriate.
* Ensure that PVG regulations are followed at all times.
* Ensure that all relevant Health and Safety measures, Equal Opportunities objectives, and anti discriminatory practices are implemented and adhered to.
* Any other reasonable duties as may be appropriate or as directed by the line manager.

Additional Duties

* To communicate to the Kirk Session and congregation, information and vision for the work at least half yearly
* To contribute fully to Faith Nurture appraisal process

Main Duties (for those candidates applying for the post as a Parish Deacon)

Ordained/probationer Deacons appointed to a Parish or Presbytery role, are called and equipped to carry out additional duties consistent with their office and supported by their training including, but not limited to:

* Attending Kirk Session meetings within the parish in which they serve.
* Fulfilling tasks associated with the work of the Kirk Session or Presbytery that might be understood to be missional, pastoral, prophetic, community orientated, educational or collaborative and therefore consistent with the training and ethos of the Diaconate (*Deacons of Word and Service : A Vision Statement of the Church of Scotland Diaconate 2018*)
* Leading worship including where appropriate, conducting weddings and funerals – in consultation with the Parish Minister/Line Manager.
* Attending Presbytery meetings and participating in the work of the Presbytery in which they serve.
* Accepting a commission to the General Assembly when appointed by Presbytery.
* Attending and participating in the work of the Diaconate Council and local Diaconate associations.
* Maintaining links with the wider church in accordance with the ethos of the Diaconate and the mission of the Church of Scotland.

Person Specification: Parish Assistant (Deacon)

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|  | Essential | Desirable |
| Skills, abilities and knowledge |  |  |
| Ability to carry out effective and empathetic pastoral care.  Experience of working with and motivating volunteers.  Ability to build and maintain effective working relationships with individuals of all ages.  Ability to work sensitively with a wide variety of people in different settings.  Experience of setting up and developing programmes and activities.  Ability to implement policies and procedures in accordance with relevant current legislation.  Ability to plan effectively, implement plans, and to prioritise work and workload.  Broad-based Christian faith and an ecumenical and open approach to working alongside people in church and community settings  Administrative skills in planning and organising activities  Experience of monitoring, record keeping and report writing  Ability to impart basic knowledge of IT and Social Media for the promotion of the work  Holder of valid driving license or access to unrestricted alternative private transport if required | √  √  √  √  √  √  √  √ | √  √  √  √ |
| Personal Qualities |  |  |
| Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010  Positive and enthusiastic outlook, with ability to motivate others.  An understanding of the issues relevant to people living in an area of social exclusion and ability to relate to people that face these issues  Ability to communicate effectively with others using highly developed interpersonal skills  Openness to and able to evidence different ways of working and trying new initiatives  Ability to work unsupervised with readiness to use own initiative  Proven ability to work collaboratively with colleagues and contribute to effective team working | √  √  √  √  √  √  √ |  |
| Qualifications and Training |  |  |
| On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training  Qualification in counselling or social care or can demonstrate significant, recent and relevant work experience in these areas.  For those candidates applying for the post as Parish Deacon  An ordained Deacon of the Church of Scotland or a probationer Deacon eligible for ordination in terms of the General Assembly’s Act 8, 2010 | √  √  √ |  |

Terms and Conditions: Parish Assistant

* The salary scale will be £26,136 - £29,547 per annum pro rata. The successful candidate will start at point 1 of a 5 point scale and move up the scale in annual increments.
* Normal hours of work will be 18.75 hours per week (0.5 FTE). The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from day to day.
* This is 1 year fixed term post.
* The post is based at Drumchapel St Andrew’s.
* There are 5 weeks annual paid leave pro rata 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. Entitlement increases after 5 years’ service to 6 weeks annual paid leave pro rata.
* 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 congregation on a quarterly basis.

Terms and Conditions: Deacon

* A Deacon bringing the gifts of ordination and a ministry of word and service to the role will be remunerated on the relevant pay scale MDS Deacon salary of £27,843 - £31,252 per annum pro rata.

Further information can be obtained from Rev John Purves 0141 944 4566

Closing date: 12noon on Friday, 8 April 2022

How to Apply

Applications should be sent by email to [recruitment@churchofscotland.org.uk](mailto: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, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last 2 periods of employment (this would normally be your direct line manager/supervisor).  If you have had more than 2 employers in the last 3 years, please provide referee contact details for that period. References will not be contacted until later in the process.

• A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

• A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process. Each document should be a maximum of 2 sides of A4.

For more information on any of our roles, please contact [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk)