

MURRAYFIELD PARISH CHURCH

MINISTERIAL ASSISTANT (OLDER PEOPLE) - JOB DESCRIPTION

Title of Post:	Ministerial Assistant - Older People
Responsible to:	Responsible, in the first instance, to the Minister of Edinburgh: Murrayfield Parish Church, but also to the Kirk Session's Staffing Group
Date:	June 2022
Main Purpose of post:	Murrayfield Parish Church has a recent track record of creative work with older people. We are now hoping to build on that work as part of our re-visioning congregational life post-pandemic. The overarching aim is to help older people sustain their faith and also to improve their quality of life across different areas.

MAIN DUTIES

- 1. To co-ordinate the provision of activities for older people that enhance physical, mental, and spiritual health:**
 - Organising blocks of regular sessions focused on three discreet areas of physical activity, IT empowerment, and mental wellbeing.
 - Being responsible for arranging facilitators in each of three areas.
 - Reaching out beyond the regular church membership to the wider community.
- 2. To create fellowship opportunities for older people:**
 - Incorporating lunch or tea/coffee, before or after the activity sessions
 - Providing other opportunities for retired people to meet, thereby reducing social isolation.
 - Connecting with stakeholders in the community.
- 3. To plan and lead worship for older people:**
 - Including, integrated with the activity sessions, an optional time for worship and reflection.
 - Creating opportunities for exploring and deepening faith amongst older people
 - Participating in Sunday worship, including in leading prayers, and with the option of occasional preaching.
- 4. To offer spiritual and pastoral care for older church members:**
 - Forming supportive relationships with older church members
 - Visiting those who are in residential care, or in hospital
 - Keeping in touch by a range of means with older church members
 - Being in contact with family members of older people
- 5. To organise and train volunteers**
 - Building relationships and working with a team of volunteers to host the activity sessions
 - Liaising with the pastoral group to assist the congregation to be age-friendly, and with other church committees to promote intergenerational activities.
 - Helping older people maintain a sense of connectedness to the congregation
 - Offering training in pastoral care for church visitors

OTHER DUTIES

- The role is an integral part of the ministry team and may include other duties as required.
- Appropriate collecting of information and reporting is a necessary part of the role.
- Sharing of good practice, networking, and contributing to partnership working are required.
- The role involves sustaining a local covenanted ecumenical partnership.
- The role involves liaising with the Murrayfield Dementia Club.

Person Specification: Ministerial Assistant (Older People)		
	Essential	Desirable
Skills, abilities and knowledge		
Christian commitment (a genuine occupational requirement in terms of the Equalities Act 2010)	✓	
Excellent Pastoral skills, especially with older people	✓	
Experience of Leading Worship	✓	
Knowledge of issues impacting older people	✓	
Ability to engage with people beyond the existing congregation	✓	
Good communication and collaboration skills	✓	
Experience in identifying, recruiting and motivating volunteers		✓
Experience in partnership working		✓
An understanding of how to progress a project		✓
Awareness and understanding of growing fresh expressions of church		✓
Good IT skills	✓	
Good organisational skills	✓	
Theological education and ministry training		✓
Knowledge of Data protection requirements	✓	
Personal Qualities		
Enthusiastic, friendly and approachable	✓	
Enjoys working under own initiative and is self-reliant	✓	
Relational in outlook and approach	✓	
Comfortable in a team environment	✓	
Compassionate	✓	
Ability to use discretion	✓	

Terms and conditions:

- Normal hours of work will be 37.5 hours a week as agreed locally.
- The nature of the work will require a degree of flexibility and may involve regular evening and weekend work.
- The post is initially for a fixed term of three years, with year 1 & 2 being full time, and year 3 being either full or part time (depending on the project needs and review).
- The full-time salary is based on the current Church of Scotland MDS scale £25,624-£28,968. The post will include a pension contribution of 3%.
- The post is based at Murrayfield Parish church.
- There are 5 weeks annual paid leave in each full holiday year, running 1 January to 31st December and also 9 statutory days. Entitlement is based on full weeks worked.
- Employment will be subject to PVG safeguarding

Application is by CV and covering letter to office@murrayfieldparishchurch.org.uk

Applicants should demonstrate how they meet the criteria outlined above.

Closing date is Friday 29th July 2022

For further info please contact the above address.