

Appointment of

COMMUNITY AUDIT AND OUTREACH WORKER

St Michael's Parish Church, Linlithgow

Presbytery of Edinburgh and West Lothian

Closing date – 12 noon, Thursday, 29 February 2024

Job Reference Number: M01/24

Responsible to: Parish Minister



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



About St Michael's Parish Church

We are a Church of Scotland congregation. We believe that every member of the congregation is called to share in the ministry. This could be in an overseas programme, a national project, serving the local community or living out gospel values in their everyday lives at work and at home. Our work patterns and job titles may be varied but we are all called to the vocation of discipleship.

Context of the role

To strengthen St Michael's outreach by engaging in community auditing in three communities, and to run and develop the Community Drop-In in Bridgend.



Role description

Title of Post:

Community Audit and Outreach Worker

Responsible to:

Parish Minister

Main Duties

- To collate and publicise the community audit previously undertaken in Linlithgow
- To undertake community audits in Bridgend, Torphichen and Avonbridge
- To run and develop further a Community Drop-In in Bridgend
- To recruit appropriate volunteers for community audit and outreach work
- To examine the potential for a new worshipping community in Bridgend
- To work with the Early Years Worker to develop outreach to families in the region

Additional Duties

- To contribute fully to the Ministries Council appraisal process
- To undertake any other reasonable duties as requested by the line manager

Outcomes

- Completed community audits in Linlithgow, Bridgend, Torphichen, and Avonbridge
- A clear plan of action for future missional projects in these areas
- Presentations on findings and missional opportunities to Kirk Session by December 2024
- Handover of findings and responsibilities to the new Ministry Team for the united parish



Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

As well as having the ability to recruit and work in partnership with a team of volunteers . The successful candidate will have:

- Ability to undertake a community audit and consultations in partnership with others
- An ability to collate findings and present them through multiple media e.g. written report, PowerPoint, social media etc
- A commitment to partnership working, maintaining and developing links with congregations, community councils and other community organisations
- Ability to engage with people who have little or no Church connection, including youth and families
- Knowledge of contemporary mission theory
- Experience of leadership in Christian mission
- Ability to recruit and maintain the loyalty of volunteers
- Positive and enthusiastic with an ability to engage and encourage others
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training
- It is also desirable, however not essential that the candidate has a qualification in Christian Mission and/or Community Development or similar.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- Salary is based on the MDS scale of £28,815 - £32,575 per annum.
- This is a full time, fixed term role working 37.5 hours per week including evening and weekend work. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day.
- The post is fixed term coming to an end on 31st December 2024.
- The post is based at St Michael's Parish Church, Linlithgow.
- There are five weeks paid leave (187.5 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours) annual paid leave
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the congregation 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.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Rev Dr Liam Jerrold Fraser, Parish Minister at St Michael's Parish Church. lfraser@churchofscotland.org.uk

How to Apply

Applications should be sent by email to **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 two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three 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 two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**