

Appointment of

OUTREACH PARISH ASSISTANT

Granton Parish Church, Presbytery of Edinburgh and
West Lothian

Closing date – 12 noon, Monday, 11 March 2024

Job Reference Number: M25/23

Responsible to: Parish Minister once appointed but in the short term the Interim
Moderator for Granton Parish Church



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 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 Granton Parish Church

We are a community of ordinary people who want to know God and live our lives for him. As Christians our faith is rooted in Jesus Christ: both his teachings and example, and his living presence in our lives. We believe that the message of Jesus is still relevant today and has the power to change people's lives. We aim to introduce people to Jesus so that they will:

- Know God intimately
- Follow God passionately
- Share God relevantly

Context of the role

The role of Outreach Parish Assistant is crucial in the development of the mission of Granton Parish Church to bring the Five Marks of Mission to the growing waterfront development within the existing parish serving Granton, Wardieburn and Royston in North West Edinburgh but drawing our congregation from across the city



Role description

Title of Post:

Outreach Parish Assistant

Responsible to:

Parish Minister once appointed but in the short term the Interim Moderator GPC

Purpose of Post:

- To assist the current ministry team with many aspects of work in a soon to be united parish which has a mixed demographic, with areas of deprivation and of regeneration. A particular focus for this post is outreach to new communities which include, as a priority, Granton Waterfront development.
- To help us fulfil our vision and deliver our mission plan.
- To be part of the ministry team of Granton Parish Church on Sundays and during the working week.
- To share with the minister and kirk session the responsibility for the spiritual growth of the church family

Main Duties

- To identify and utilise opportunities to build and develop meaningful and lasting relationships between the church and people in the growing community.
- To take the lead in organising community and outreach events.
- Identify, recruit, lead and motivate volunteers to take part in outreach activities.
- Develop and sustain a volunteer base to support existing and new outreach work.
- Work to develop intergenerational worship opportunities within and/or outwith a formal church setting.
- Use social media and other outlets to regularly promote church and community-based activities.
- To regularly attend and occasionally participate in worship at churches in the united parish.
- To attend Kirk Session meetings and provide updates, as required.
- To contribute fully to the Ministries Council appraisal process.
- To undertake such duties as may be required from time to time by the Parish Minister or Interim Moderator.
- Make regular contributions to the internal and external communication channels.
- Undertake such duties as may be required from time to time by the Parish Minister or Interim Moderator

Additional Duties

- Keep up to date with the Church of Scotland Safeguarding training
- Attend Kirk Session meetings and provide termly reports of work undertaken and future plans
- Contribute fully to the Ministries Council appraisal process

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 being comfortable in sharing the gospel message you will have a relevant qualification to Diploma level, or significant relevant and recent work experience (including as a Church Elder). The successful candidate will have:

- Ability to communicate with a wide range of ages and socio-demographic communities, including those who have little or no church connection
- Experience working with families
- Experience in working with and motivating volunteers
- Ability to communicate effectively with others using highly developed interpersonal skills
- Good oral and written communication skills
- Experience in using social media platforms
- Ability to work unsupervised with readiness to use own initiative
- Proven ability to work collaboratively with professional colleagues and volunteers and contribute to effective team working
- Ability to work sensitively with a wide variety of people in different settings
- Openness to and able to evidence different ways of working and trying new initiatives
- Comfortable in a variety of different congregational settings, including formal, informal and interactive.
- Experience in planning and delivering events
- Commitment to continuing professional development

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 £27,443 - £31,024 per annum. Increasing to £28,815 -£32,575 per annum on the 1 January 2024. This is the full-time salary scale and actual salary will be pro rata to 0.5 FTE.
- This is a part time, fixed term role working 18.75 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 for an initial 12-month period or until the union of the three parishes is completed.
- The post is based at Granton Parish Church.
- There are five weeks paid leave (93.75 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 pro rata statutory holidays. Entitlement increases after five years' service to six weeks (112.5 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 Dan Docwra, Session Clerk at Granton Parish Church. ddocwra@gmail.com

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**

