

Church Relations and Youth Work assistant

Contract type	Fixed term, to end August 2025 with possibility of extension
Working hours	28-35 hours a week
Salary	£22,525-£26,999 (pro-rata if part-time)
Location	General Synod of the Scottish Episcopal Church, Forbes House, 21 Grosvenor Crescent, Edinburgh EH12 5EE

About this role

Are you a highly organised individual with excellent administrative and organisational skills, an effective communicator who enjoys working in a varied and busy environment?

The General Synod of the Scottish Episcopal Church is looking for a Church Relations and Youth Work Assistant with strong literacy and digital skills who can work flexibly to support our activities focusing on Church relations, interfaith relations and Youth development. You should have some relevant administrative experience, be highly proficient in the use of Microsoft Office tools, and have an affinity with young people, faith and interfaith development work. Being educated to at least SVQ level 5 or equivalent is desirable, together with relevant experience of administrative work. You must be computer literate with proficient experience of Microsoft tools.

This role will involve working as part of a small team, with at least two days a week in our central Edinburgh office.

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role.

A Standard Disclosure Scotland check is required for this post.

We offer family friendly policies, flexible and hybrid working and work-life balance. We also have a generous annual leave entitlement, pension scheme and death in service.

Who are we?

The Scottish Episcopal Church (SEC) is a diverse church in the liturgical tradition, with approximately 300 congregations across Scotland. We are part of the Worldwide Anglican Communion. The General Synod of the Scottish Episcopal Church is a registered charity serving the Church at national (or 'provincial') level. The General Synod Office, with a staff complement of c.30, supports dioceses (regions), congregations, clergy and laity across Scotland and facilitates the governance of the Church.

Who we're looking for...

Reporting to the Church Relations Officer, the role involves providing pro-active administrative support to the Church Relations Officer (CRO) across the range of the CRO's activities. The successful applicant will also support the work of the Provincial Youth Co-ordinator in the planning, organisation and delivery of the annual Youth Week, held in August 2025.

The role is preferably full-time, but we will consider applicants wishing to work a minimum of 28 hours a week. The position is fixed term, until the end of August 2025 with possibility of extension.

Administrative support to the Church Relations Officer

- Act as administrative assistant to the CRO. Duties will include scheduling meetings, booking meeting rooms and venues for residentials, organising meeting logistics and ensuring the requirements of participants (e.g. travel, accommodation, catering).
- Work with the CRO to prepare agendas and collate and format papers relevant to the Boards, Committees and other working groups of the General Synod as requested by the CRO; attend meetings, welcome participants and produce minutes for meetings.
- Maintaining records up to date, and provide general support such as document formatting, filing, proof reading, etc.
- To be responsible for the processing of grant applications to the Committees managed by the CRO, including working with the GSO Finance Department regarding grant payments, liaising with grant recipients (including overseas grant applicants), making use of Excel spreadsheets.
- To work collegially and collaboratively as part of the overall staff team, giving assistance to other members of General Synod Office staff from time to time as may be needed within the office (including occasional cover for reception or other staff during holidays/sick leave, etc.).
- Write up reports on activities, collate data for communication and dissemination online or in newsletters

Support for the Provincial Youth Co-ordinator

Responsibilities will cover general administrative support for the Provincial Youth Co-ordinator, and the organisation of the Annual Youth Week. Key duties include:

- Supporting the organisation of the Annual Youth Week, liaising with participants and their parents, and working with the Provincial Youth Co-ordinator and wider staff team involved in the organisation and safe delivery of Youth Week.
- Be the first point of contact for participants and their parents, and respond to their queries, seeking input from the PYO where appropriate
- Sending out mailings to clergy across Scotland
- Keeping track of registrations for Youth Week and maintaining an Excel spreadsheet with participants' details
- Liaising with finance team about invoicing parents and Vestries

- Chasing up missing contact details/medical information/payment information from delegates' parents.
- Collating all materials required for Youth Week participants and leaders (badges, prayer books, signage, stationery etc.)

General administrative support

- Provide administrative support in connection with events organised from time to time by the General Synod Office.
- Assist in the arrangements for the annual General Synod meeting, as required.
- To carry out any other duties as required by the CRO or Provincial Youth Co-ordinator.

Person specification

- Some previous administrative experience in an office setting
- Interest in the purpose of the Scottish Episcopal Church and engaging with young people
- Excellent written and verbal communication skills
- IT literate and proficiency with Microsoft Office applications, particularly Word, Outlook, Excel and PowerPoint
- A team player who can work collaboratively as part of a team as well as use their own initiative
- Well-organised with good time management skills and excellent attention to detail
- Personal attributes: warmth and empathy, ability to interact with people of all backgrounds and levels

How to apply

To apply for this role, download the application form from our website at:

<https://www.scotland.anglican.org/who-we-are/organisation/vacancies/>

Complete the form and return it to: hr@scotland.anglican.org

Closing date: Monday 17th February 2025, 12 noon

Interviews: either 20th or 24th February