

THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post: Title of post – Name of Parish & Presbytery

Responsible to: This is a Faith Nurture Forum Appointment but you will be responsible to the Parish Minister, xxxxxx in the first instance

Date: xxxxxx

Main Purpose of post: xxxxxx

# **MAIN DUTIES**

* To communicate to the Kirk Session and congregation, information and vision for the work at least half yearly.
* To play an active and full part in the annual Team Report submission to presbytery.
* To contribute fully to the Faith Nurture Forum appraisal process.
* Undertake such other duties as may be required from time to time by the Parish Minister.

OUTCOMES (*optional*)

* XXXX

Person Specification: Title of post

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Skills, abilities and knowledge |  |  |
|  |  |  |
| Personal Qualities |  |  |
| Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010. | ✓ |  |
| Educational requirements |  |  |
| Qualified to degree level or similar or accredited training in xxxxxx work, or similar, or significant, relevant and recent work experience in this area.    On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.  FOR ASSOCIATE MINISTER ROLES ONLY  You must be one of the following:   * Ordained Church of Scotland Minister (in category “O” or “E”) * Probationer of the Church of Scotland, who is now eligible for ordination.   Ordained Minister of a partner Church in good standing with his/her Church and who has undergone the Church of Scotland admissions process and holds a Certificate of Eligibility. | ✓  ✓  ✓ |  |

Parish Context (optional)

Job Title – name of Parish

* Salary is based on the scale £xxxxx - £xxxxxx
* This is a full time post and normal hours of work will be 37.5 hours per week, 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, including evening and weekend work.
* The post is based at xxxxxx
* There are 5 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 9 statutory holidays. Entitlement increases after 5 years’ service to 6 weeks (225 hours) annual paid leave pro rata.
* 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. (Consider car allowance if post likely to do 1000 miles per year?)
* 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.

Informal enquiries can be made to Rev xxx xxx Telephone xxxx Email xxxx

Closing Date:

Interview Date: