



The Church of Scotland

The Presbytery of the North East and the Northern Isles

Appointment of Presbytery Clerk

Context of Role

The new Presbytery of the North East and the Northern Isles will be formed on 1 January 2023 through the union of Aberdeen & Shetland, Buchan, Gordon, Kincardine & Deeside, Moray, and Orkney Presbyteries. This will create a wonderfully diverse new Presbytery with island, coastal, rural, urban and city communities within its bounds.

The post of Presbytery Clerk will be a crucial element in the successful creation of the new Presbytery and an ideal opportunity for someone with a vision for the new Church structures, who is approachable and compassionate, and who will seek to serve the new Presbytery diligently as it bears witness to the mission of Christ.

As a part of the body of Christ, the Presbytery of the North East and the Northern Isles aspires to be open and informative, striving to include people and communicating in a graceful way using all appropriate means; draw on our talents and resources, building relationships, sharing together and working collaboratively; show respect by listening to and learning from each other; be honest and transparent in word and action, building trust throughout Presbytery; strive to be affirming, generous, welcoming and supportive of each other, recognising the need for mutual encouragement, challenge and development; be missional and have broad horizons, serving the purposes of Christ through engagement with our communities and wider world in partnership wherever possible; be professional and timely in decision-making and action, continually developing and adapting the resources, systems and skills that lead to good governance.

It is anticipated that an appointment be made in the Autumn of 2022 allowing for a transition period working with the existing Presbytery Clerks and the North East and Northern Isles Presbytery Steering Group before the new Presbytery is formed.

The Presbytery will consist of around 120 congregations, though implementation of some Presbytery plans is currently in progress. The current Presbyteries are all working on their new Presbytery Mission Plans, and while they are at different stages it is anticipated that these will be finalised by the end of 2022.

Staffing will initially include a full time Administrator and a Buildings Officer. A non-salaried Depute Clerk role is being created. Work has been done to define remits for a Mission Development Officer, Congregational Support Officer, Youth Development Officer and Communications Officer. How many and which of these posts will proceed will be an early decision for the new Presbytery.

Meetings of the new Presbytery will be both online (November, December, February) and hybrid (April, June and September).

Initially the Presbytery Office will be based in Aberdeen North Parish Church, which has been the Presbytery Office for Aberdeen & Shetland, though work is in process to find accommodation that is more suited to the needs of the new Presbytery. It is anticipated that this will be in the Aberdeen area.

This is an exciting opportunity to participate in the development and shape of a new Presbytery.

Job Description

Title of the Post:	Presbytery Clerk
Responsible to:	Convener of the Business Committee of Presbytery
Managing:	Depute Clerk, Administration Officer, and other posts expected to be agreed in the near future.
Date:	August 2022

Main Purpose of the Post:

The objective of the Presbytery of the North East and the Northern Isles is to support congregations to inspire people with the Good News of Jesus Christ through enthusiastic worshipping, witnessing, nurturing and serving communities.

As a response to this purpose, the Presbytery is committed to ensuring that the administration of its affairs is properly guided and undertaken in an orderly and responsive manner.

Working as part of a team, with staff and volunteers, Presbytery and its Committees, the Presbytery Clerk will provide strategic and organisational leadership, guidance, advice and appropriate pastoral support to ensure the effective operation of the Presbytery Office and mission of the Presbytery.

Main Duties:

To facilitate the achieving of these aims, the Presbytery Clerk will:

- Support, encourage and coordinate the work of Presbytery in a manner consistent with the values of the new Presbytery noted in the third paragraph of the Context of Role;
- Work with the Presbytery's Moderator supportively, offering advice, guidance and resources, as appropriate;
- Work with Presbytery Committees and participate in planning and delivering the missional purpose of Presbytery, including future strategy and development, and, in particular, have an overview of how all aspects of Presbytery's life and work are being developed, organised, and supported;
- Assist the Business Committee and other Committees in the formulation of arrangements to allow appropriate preparation, consultation and the allocation of resources in the delivery of Presbytery's objectives, ensuring collaborative working between Committees;
- Act as Clerk to the Business Committee as well as producing and distributing minutes, agendas, reports and any other documentation required for meetings of the Presbytery;
- Work for presbytery as head of staff for the Presbytery office, with line manager responsibility for other Presbytery staff, locums in charges who are also Interim Moderators including those undertaking regulated work, and collaboration with the Buildings Officer who is line-managed centrally;
- Work for the business of Presbytery by giving guidance on Church law, policy, procedures and practice, as appropriate;

- Work for the Presbytery in interactions with the Principal Clerk’s Office and other national officers, facilitating positive relationships and seeking advice and guidance, as appropriate;
- Be acquainted with the recognised ministries expressed in the bounds of Presbytery; developing knowledge of the ministries, parishes and other areas of Church work and offering support as appropriate, and acting as a conduit to the work of the Pastoral Support Committee, and national pastoral care structures when necessary;
- Work for the Presbytery by fulfilling the duties assigned to the Presbytery Clerk by Acts of the General Assembly. This shall include an appropriate response to complaints made against members of Presbytery and members of the staff team and to instances of conflict and potential conflict within Presbytery and, if possible, to facilitate their early and amicable resolution or, if such is not possible, to resolve them in a manner which is consistent with formal processes;
- Ensure that the processes in place regarding internal and external communication are operating effectively and oversee staff and/or volunteers who maintain the Presbytery web site and social media channels;
- Ensure that the facilities for both online and hybrid meetings of Presbytery are in place;
- Undertake the role of Data Controller for the Presbytery;
- Maintain links with other denominations, faith groups, the civic community, and news media;
- Undertake such other duties as may be necessary in providing for an effective and harmonious Presbytery.

The Presbytery shall initiate a review of this post six months after the substantive appointment to assure itself as to consistency with achievement of the aims and objectives of Presbytery and thereafter following completion of a period of three years.

Skills, Abilities and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of the Church of Scotland, its life and work, structures, procedures, policies and law • Understanding of the role of Presbytery and its operational practices • Well-developed leadership skills, experience and understanding of modern management practices • Effective IT skills • Excellent writing skills appropriate to the needs of Presbytery especially in terms of minutes, agendas, reports and other documents • Understanding of the pastoral pressures of ministry • Ability to work flexibly at evenings and weekends as required • Experience of strategic and project planning techniques • Experience of organising events and activities 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
Personal Qualities		
<ul style="list-style-type: none"> • A committed Christian, with a live church connection (This is a Genuine Occupational Requirement in terms of the Equality Act 2010) • Excellent communication and interpersonal skills, including the ability to inspire and motivate others • A strategic thinker able to organise and implement effective development 	<p>X</p> <p>X</p> <p>X</p>	

<ul style="list-style-type: none"> • Discretion • Approachability • Flexible with the ability to adapt their approach dependent on situational and organisational requirements • Energy and creativity 	X X X X	
Education		
<ul style="list-style-type: none"> • Qualified to degree level or similar in a relevant subject or significant, recent and relevant work experience in a similar situation • A recognised qualification in Theology • Management experience 	X 	 X X

Terms and Conditions:

- The salary for the post £50,000, paid in monthly instalments, and is pensionable.
- This is a full-time post with 37.5 hours worked per week. The post will require some evening and weekend working.
- The post will be based initially at the Presbytery Office, Aberdeen North Parish Church, Greenfern Road, Aberdeen, AB16 6TR (a new site for the Presbytery Office is being investigated).
- There are 29 days annual leave in each full holiday year that runs from 1 January to 31 December. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.
- A pension scheme will be made available to the successful candidate, full details of which will be given following an offer of employment.
- In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme (PVG) in relation to working with protected adults and children.
- 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.

How to apply:

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by noon on the closing date below.

Applications should comprise:

A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role as outlined in the job description. If successful, references will be sought.

A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Applications without a CV and personal statement will not be taken forward in the process. Each document should be a maximum of two sides of A4.

For informal enquiries about the role, please contact the Revd. Peter Johnston on 07834 281176 or PJohnston@churchofscotland.org.uk

Closing date: 16 September 2022