Church of Scotland

Presbytery of Edinburgh

Chaplain (part-time)

**Job Description**

Title: Chaplain

Responsible to: Convener, Pastoral Care Committee of the Presbytery of Edinburgh.

Main purpose of job: to provide pastoral care for those engaged in recognised ministries on behalf of the Presbytery of Edinburgh and, by invitation where appropriate, their dependants.

**Main duties**

Pastoral care

Working with a list of around twelve clients to be assigned by the Presbytery, the Chaplain will perform a befriending and listening role, providing a ministry of presence. The Chaplain will provide practical care which is holistic, person-centred, and guided by the individual client’s needs and wishes and affirming of their gifts. It is expected that the Chaplain will offer to meet with all clients at least twice annually.

The Chaplain is not a pastoral supervisor and does not provide counselling, psychotherapy, spiritual direction or spiritual accompaniment. The Chaplain must be aware of the support available through the Ascend programme of the Church of Scotland and be ready to assist clients with accessing such support if required.

Professional development

The Chaplain will take part in such opportunities for professional development as are made available by the Presbytery. This will include training in safeguarding issues.

Professional supervision

The Chaplain will undertake regular professional supervision with an accredited supervisor recognised by the Ascend programme or otherwise approved by Presbytery.

Other duties

The Chaplain will maintain basic client records and will be expected to comply with General Data Protection Regulations in so doing. The Presbytery Office will advise on the setting-up of a record-keeping system. All records must be returned to the Presbytery on the termination of employment.

The Chaplain will carry out such other appropriate duties as may be required from time to time.

**Person Specification: Chaplain**

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|  | Essential | Desirable |
| **Skills, abilities and knowledge** |  |  |
| Committed Christian with a live Church connection \*  Knowledge of congregational and Presbytery structures and culture, and experience of local congregational life \*  Knowledge of safeguarding law and the safeguarding policies of the Church of Scotland  Knowledge of data protection legislation | √  √  √  √ |  |
| **Personal Qualities** |  |  |
| Ability to demonstrate empathy  Comfortable with silence  Ability to be non-judgemental  Ability to offer prayer and spiritual support  Absolute discretion  Awareness of professional ethics and boundaries  Awareness of issues surrounding informed consent | √  √  √  √  √  √  √ |  |

\* This is a Genuine Occupational Requirement in terms of the Equality Act 2010.

TERMS AND CONDITIONS

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The remuneration will be £840 annually, payable on 1 September each year. The remuneration level will be reviewed annually in line with the salary arrangements for other Presbytery employees.

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This is a two year fixed term appointment.

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Hours of work are not set. The Chaplain will be expected to provide such pastoral care as may be needed to a list of twelve clients, meeting each client at least twice a year. It is estimated that the Chaplain will work for approximately 80 hours over the course of the year; this equates to an hourly rate of £10.40. The nature of the work calls for considerable flexibility in the pattern of work, which can normally be arranged to suit the Chaplain and the clients.

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Travel expenses by public transport or by use of own car will be paid at the rates agreed by Presbytery, reviewed annually.

In view of the nature of the post, the postholder will be required to have membership of the Protecting Vulnerable Groups Scheme. Further information can be obtained from the Presbytery Clerk (edinburgh@churchofscotland.org.uk).

Closing date: 12 noon on 5th September 2019.

Please send a CV and a letter explaining why the application is being made to the Rev Marjory McPherson, [edinburgh@churchofscotland.org.uk](mailto:edinburgh@churchofscotland.org.uk) or by post to Presbytery Office 10 Palmerston Place Edinburgh. The names of two referees must be included.