**Fairmilehead Parish Church**

**Edinburgh**

**The Church of Scotland**

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**Job Description**

**Title of Post**: **Parish Assistant - Fairmilehead Parish Church, Edinburgh**

**Responsible to**: The Minister and Kirk Session of Fairmilehead Parish Church

**Date**: January 2020

**Main purpose of post**: To work intergenerationally within the Parish, supporting the Minister both in worship and pastoral care, and extending outreach.

**Main Duties**:

* To provide pastoral care intergenerationally and work with the Spiritual Planning and Bereavement Team.
* Initiate and take a midweek worship service. Training can be provided.
* To initiate at least one midweek activity to combat isolation and loneliness.
* To assist at the Youth Voice Project.
* Lead aspects of Sunday worship when required.
* To conduct Parish funerals and provide post funeral care. Funeral training can be provided.
* To identify, recruit and train potential volunteers to assist with the work.
* To cover pastorally for the Minister during her holidays. This cover may also include leading aspects of Sunday Worship.

**Additional Duties**:

* Assist and coordinate the new Worship Team who support Sunday services.
* Be involved with our Teenage Group on occasional Sundays.
* Attendance at additional afternoon and evening services may be required during Holy Week and Christmas.
* To engage with hall users in agreement with the Minister.
* To meet regularly with the Minister.
* Provide twice yearly written reports to Kirk Session.

**Person Specification: Parish Assistant**

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| **Skills, abilities and knowledge**  | **Essential** | **Desirable** |
| Experience in working with people of all ages | X |  |
| Ability to engage and relate to those who have little or no church connection | X |  |
| Experience in worship and bereavement training and conducting of funerals  |  | X |
| Experience of Messy Church |  | X |
| Ability to prioritise workload.  | X |  |
| Experience of working with, motivating and training volunteers.  |  | X |
| Holder of full valid driving licence.  |  | X |
| **Personal Qualities**  |  |  |
| Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010 | X |  |
| Highly developed interpersonal skills and ability to communicate effectively with others.  | X |  |
| Highly motivated with ability to work unsupervised and a readiness to use own initiative. | X |  |
| Ability to share your faith journey with those you encounter in a sensitive and appropriate manner.  | X |  |
| Proven ability to work collaboratively with colleagues and volunteers and contribute to effective team working. | X |  |
| **Educational Requirements**  |  |  |
| Qualified to degree level or similar, or accredited training.  | X |  |

**Additional information:**

Normal working pattern: 27 hours per week, worked over five days. Days off Tuesday and Saturday. Sundays 10am -12 pm. Monday 10am - 4pm & 6.30pm to 9pm. Wednesday 10am - 6.30 pm. Thursday 11.30am - 4pm

Friday 11am - 5pm. These hours include an unpaid lunch break of 30 minutes.

**Salary**: £16,700 - £18,083 per annum

**Holiday entitlement**: 28 days (including public holidays). Of which 14 days to be taken during school holidays.

* Appointment will be subject to a satisfactory enhanced disclosure and PVG from Disclosure Scotland.
* Appointment will be subject to satisfactory references.
* Appointment will be subject to the satisfactory completion of a 3-month probationary period.

The Parish Minister will not be the line manager.

Travel expenses: Pastoral Mileage will be paid at 25p per mile.

This post is a fixed contract for two years based at the Church Centre. Office space and access to a computer will be provided.

**Application Process**

There is no application form. Applications should take the form of a letter clearly and specifically outlining how the applicant’s skills and experience relate to the requirements of the job description and should include a CV.

Applications should be addressed to Rev Cheryl McKellar Young, either:-

by post to: Rev Cheryl McKellar Young Fairmilehead Parish Church, 1A Frogston Road West,

Edinburgh EH10 7AA

or by email to: CMcKellarYoung@churchofscotland.org.uk

The closing date for applications is 10 February 2020

***Fairmilehead Parish Church, 1a Frogston Road West, Edinburgh EH10 7AA. SC015967***