

Appointment of
BUSINESS SUPPORT ASSISTANT
GENERAL TRUSTEES

Closing date – 12 noon Thursday, 18 July 2024

Job Reference Number: 16/24

Responsible to: Business Support Manager



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Central Services Committee

Providing the support functions to the Church and to the Councils of the Church, the Central Services Committee (CSC) recruit for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly, Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its Forums, Committees, Presbyteries and Congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours

Integrity - Acting with honesty, responsibility and accountability

Respect - Valuing others, ensuring inclusiveness and equality

Professionalism - Demonstrating commitment and striving for excellence

Collaboration - Working together to connect and communicate in an open and transparent environment

Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



OUR VALUES

GRACE
INTEGRITY
RESPECT
PROFESSIONALISM
COLLABORATION
INNOVATION

About the Department

The General Trustees are the property-owning arm of the Church of Scotland. The Trustees have an extensive portfolio of buildings and land throughout Scotland which they manage on behalf of local congregations. The General Trustees are supported by professional staff based in their offices in central Edinburgh, including, surveyors, solicitors, health and safety and fire safety advisors, and a business support team.

Context of the role

This role will primarily work to provide administrative support to the Fabric and Presbytery Support and Buildings (PSB) team within the General Trustees. This role will however work as part of the wider Business Support Team and will provide administrative support across the General Trustees.

The post will work in a hybrid manner, with 50% of a working week required in the office and the remainder from home. There is a preference for office days to coincide with other members of the team.



Role description

Title of Post:

Business Support Officer

Responsible to:

Business Support Manager

Purpose of Post:

To provide administrative support to the General Trustees and their staff and to work collaboratively with colleagues as part of the Business Support Department under the oversight of the Head of Business Support.

Main Duties

- General Administration Duties
- Joint responsibility with other Business Support Assistants for
 - booking travel and accommodation via the Corporate Travel Portal as required;
 - digitised filing of all communications within the generic digitisation items to the Document Management System;
 - initial transference of information to the Asset Management Software and subsequent maintenance thereof;
 - updating of the Properties and Glebes Database and subsequent Asset Management system
 - retrieval and return of title deeds from the safes held at 121 George Street, Edinburgh; and
 - updating of the Titles Catalogue
- Carry out delegated work as instructed by the Head of Business Support and the Business Support Manager: Fabric/PSB respectively
- Work collaboratively with the other Business Support Assistants to ensure knowledge and understanding of one another's work and to provide cover for the other Business Support Assistants in the event of absence, as necessary.
- Assist the Head of Business Support, as necessary.
- Arrange for the payment of invoices passed on by the senior staff.
- Arrange for payment of Trustees' and staff expenses for all Committees, Board meetings, visits, etc. in liaison with the Stewardship and Finance Department.
- Any other duties which may be required to assist in the running of General Trustees' business and consistent with the skills required for this post.



Duties Specific to the Role:

Presbytery Planning

- Assist the Head of Policy and Planning and Business Support Manager with the administration connected to the work of the General Trustees within Presbytery Planning reviews, as required.

Support to other staff

- Provide administrative support to the Head of Buildings and Projects, Head of Policy and Planning, Presbytery Buildings Officers, Sanctuary Development Manager and Business Support Manager: Fabric/PSB, as required.

Meetings

- Provide administrative support to the Head of Buildings and Projects and Business Support Manager: Fabric/PSB for the Fabric, PSB and any other Committees or working groups, as required.

Databases

- First point of contact for Quinquennial reports through the Alchemy system.
- First point of contact for closed files through the Alchemy system.
- Update information, as required, as instructed by the Senior Administrator, relating to
 - Congregations – Fabric Conveners
 - Presbyteries – Property Conveners

Presbytery and Congregational Visits

- Arrange visits as instructed by the Business Support Manager and/or Head of Buildings and Projects, Head of Policy and Planning and Sanctuary Development Manager.
- Communicate with Presbyteries, congregations and Trustees regarding these visits.
- Attend closure visits as required with the Business Support Manager to assist with inventories, photographs and reports.

Briefings

- Locate appropriate photographs, reports, Quinquennials, etc, as required.



Person Specification

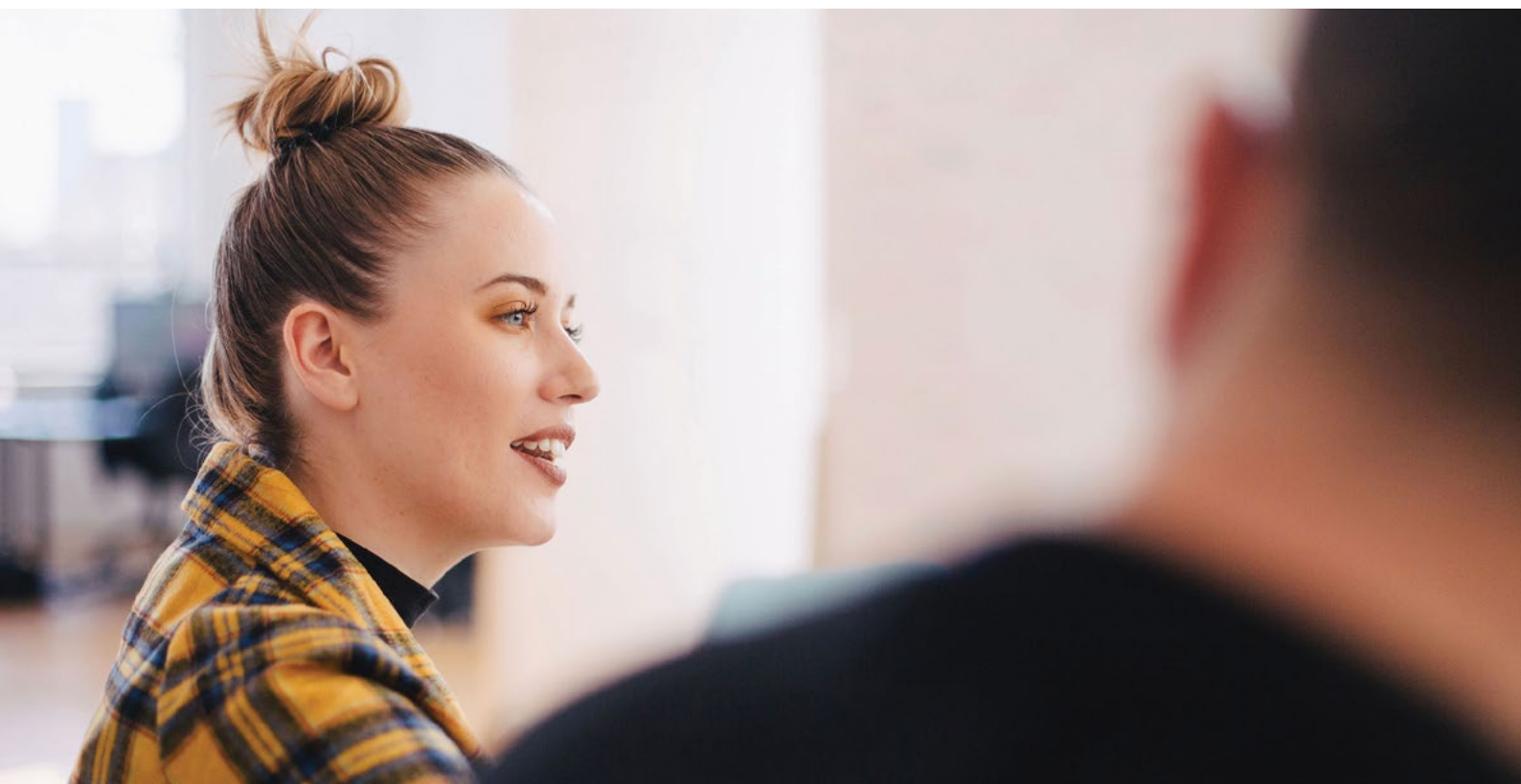
The successful candidate will have:

- Excellent administrative and organisational skills
- Experience and expertise in the use of information technology applications, including Microsoft Office software and email
- Accuracy and attention to detail
- Ability to work collaboratively with colleagues to contribute to effective team working
- Ability to deal with confidential information in a professional and proficient manner
- Friendly and professional telephone manner and excellent customer service skills
- The ability to work flexibility between tasks and adapt to changing priorities in the department as may be necessary
- Ability to work under pressure
- Good numerical skills

It is also desirable, however not essential that the successful candidate has:

- Familiarity with the structures and ethos of the Church of Scotland

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- The salary scale for this post is £24,780 - £27,300 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis on 01 July of each year.
- Working 35 hours per week, the hours of work for this post will normally be Monday to Friday 9am to 5pm. With attendance at meetings and conferences out with the office as required. A system of flexi time and hybrid working applies to this post.
- We have hybrid working and arrangements for this role will be discussed with the successful candidate. The post is based in Edinburgh at the Church Offices in 121 George Street.
- There are 26 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 31 days after five years' service. There are also nine statutory holidays – three of which are floating days.
- The National offices at 121 George Street, will close for the period 25 December reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

For a confidential discussion regarding the role, please contact Eva Elder, Head of Business Support elder@churchofscotland.org.uk

Interviews are scheduled to take place on Monday, 29 July 2024

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

- Applications should comprise:
- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**

