



## JOB DESCRIPTION

---

**Title of Post:** Associate Minister (locally funded)

**Responsible to:** South East Edinburgh Church of Scotland (SEECOS) Minister

**Closing date:** Monday 19<sup>th</sup> August 2024

### SEECOS

SEECOS is a union of churches in south-east Edinburgh working together as a single parish to serve a wide area. SEECOS has its distinct way of doing Church. Rather than being united in the 'traditional' sense, with one building and one minister, we see ourselves as a 'federation' of individual local congregations, each with their own leader and mission base, sharing their resources and working together in the service of Jesus.

The congregations of SEECOS are Gracemount Church, Liberton Kirk, Liberton Northfield Church, and Tron Kirk. These congregations were formally united on 31<sup>st</sup> March 2024, and are developing ways of joint working under a team ministry. This is underpinned by the principles outlined in our covenant (see Appendix A).

For further information please see our website - [seecos.org.uk](http://seecos.org.uk)

---

### Purpose of the post

As a key part of the Team Ministry of SEECOS you will have a mix of responsibilities to:

**1. Provide focussed youth and families leadership work within the SEECOS ministry team.**

Liberton Northfield has a particular interest in youth work due to its proximity to Liberton High School and the opportunities arising from Toastie Tuesday (which is delivered in partnership with Young Life International). There is a significant amount of work to be done to build on these opportunities, growing stronger relationships with the schools and developing all of this within the wider context of youth and families work across the wider parish.

**2. Develop outreach initiatives within the wider community of The Inch and surrounding area**

There is a need to develop new outreach initiatives to engage with the local community of The Inch. This may include the elderly, single parents, people experiencing some level of deprivation/poverty, and families who have arrived from overseas. A recent initiative aimed at international students ('Conversation Corner') has had some success and work is needed to develop a wider strategy, identify where focussed work is required and lead on associated activities.

### **3. Provide local leadership to the membership and congregation of Liberton Northfield**

Liberton Northfield is an established congregation with a membership of just over a hundred.

#### **Main Duties**

You will, in consultation with and under the line management of the Minister:

- Develop youth ministry across the wider parish of SEECOS in partnership with local youth leaders
  - Develop community outreach activities focussed on the needs of local communities
  - Lead Sunday services – usually at Liberton Northfield
  - Convene meetings of the Local Leadership Team at Liberton Northfield
  - Supervise and contribute to local pastoral care
-

## Person Specification

### Essential Criteria

- Committed Christian with a live church connection, which is a Genuine Occupational Requirement in terms of the Equality Act 2010
- A commitment to developing their Christian faith and an ongoing commitment to continuing professional development.
- Demonstrate a strong commitment to team ministry as an effective team member building credibility, rapport and strong working relationships.
- Highly developed interpersonal skills with the ability to communicate information orally and in writing, influence and inspire.
- Ability to envision, motivate and encourage volunteers.
- Experience of leadership
- Experience of setting up, leading and nurturing new outreach ventures with young people and in the wider community
- A commitment to collaboration, developing and maintaining links with other churches and organisations.
- Drive and enthusiasm with a positive attitude.
- Creative thinker, pioneer spirit and self-starter

### Desirable Criteria

- Experience in the Church of Scotland

### Educational Criteria (Essential)

- Qualified and experienced in theology to a degree level **or equivalent** (ordination is not essential)

Applications will be assessed in respect of the above criteria.

---

## Employment Benefits

**Pension** You 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.

## Terms and Conditions

Salary is based on the MDS Associate Minister scale of £31,642 - £38,884 per annum.

Placement on the scale will be commensurate with experience.

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.

This full-time post can be split into two part time posts or job share.

This post is fixed term for a period of 5 years with the possibility of extension.

There are five 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 nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours) annual paid leave.

Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually.

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.

**For a confidential discussion regarding the role, please contact Margaret Padfield, SEECOS Session Clerk, [libertonnorthfieldpc@gmail.com](mailto:libertonnorthfieldpc@gmail.com)**

---

## How to Apply

Applications should be sent by email to [libertonnorthfieldpc@gmail.com](mailto:libertonnorthfieldpc@gmail.com) 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.
- Applications without a CV or a personal statement will not be taken forward in the process.

Each document should be a maximum of two sides of A4, with a minimum font size of 11.

---

## APPENDIX A

# The South East Edinburgh Church of Scotland (SEECoS) Revised Covenant (a basis for ongoing unity)

For this is what the Lord, the God of Israel, says: *'The jar of flour will not be used up and the jug of oil will not run dry until the day the Lord sends rain on the land.'* (1 Kings 17:14)

***We, as leaders and members of the Parish of South East Edinburgh make the following covenant...***

- To consider ourselves as one Church – part of Christ's body in South East Edinburgh, acknowledging him as our Saviour and Lord.
- To balance the need for vibrant centres of worship and mission in each of our recognised communities, with the need to share our people and resources for the benefit of the Church's mission to the parish as a whole.
- To work together in implementing the Five Marks of Mission of the Church of Scotland.

***We will do this guided by the following values...***

- Unity built on mutual trust and good communication
- Willingness to engage together in worship, discipleship training, mission and evangelism
- Willingness to share our people and resources
- Willingness to make sacrifices for the sake of the mission of the parish as a whole
- Openness to doing things differently
- Openness to sharing ownership of new pioneering projects
- Openness to working with other church denominations
- Openness to working with partner organisation

***We commit to developing and maintaining our unity and missional purpose through...***

- **Balancing centralised and local leadership**
  - We recognise the importance of maintaining distinct local worshipping communities, each with their own recognised leader and mission base
  - Local worshipping communities will have the final say in the appointment of their own leader
  - Local worshipping communities will retain their name, identity, and eldership under the leadership of a Local Eldership Team
  - Each local eldership team will be administered by a Local Eldership Team Clerk
  - The parish as a whole will be led by the United Kirk Session (Trustees), made up of a balance of elders from each Local Eldership Team on a rotational basis as well as all ministers, deacons, and other representatives as required
  - All ministers and deacons will be expected to commit a portion of their time for the service of the parish as a whole, taking into account the different skillsets required to serve the needs and requirements of the

area (e.g. training programmes, outreach events, schools work, community initiatives, joint services, etc.)

- No big decisions will be made by the Parish-wide Kirk Session without due consultation with Local Eldership Teams
- **Regular Meetings**
  - The United Kirk Session will meet at least four times a year for general decision making and to agree future aims and strategy
  - Local ministers and deacons will meet monthly for prayer and planning
  - Local Eldership Team Clerks will meet together at least twice a year
  - All elders and members, ministers and deacons, and other local appointees will meet annually for worship, conference & communion
- **Joint Initiatives**
  - Regular discipleship training programmes
  - Regular programmes of outreach (including those targeting New Housing areas)