



PRESBYTERY OF CLYDE THE CHURCH OF SCOTLAND

Presbytery Secretary - Clyde

Part Time: average of 21 hours per week

Salary: £18,000 per annum

Permanent

The Presbytery of Clyde are looking for an enthusiastic and skilled administrator who will support Presbytery, playing a key role in ensuring that its administrative business is conducted smoothly and efficiently and, working with colleagues and Presbytery members, that the information and support needs of committees and congregations are met.

High-level administrative, personal assistance experience and good IT skills are essential, as are excellent interpersonal and communication skills. Some evening working will be required.

For more information on the Presbytery of Clyde, please see clydepresbytery.org/

For details on how to apply, or for more information on the role, please see visit [Locally funded posts | The Church of Scotland](#).

Closing Date: 12 noon on Wednesday 29th January 2025

Full details on how to apply can be found at the end of the job description



**PRESBYTERY OF CLYDE OF THE CHURCH OF SCOTLAND
JOB DESCRIPTION**

Title of Post:	Presbytery Secretary
Responsible to:	The Presbytery Clerk of Clyde
Hours:	0.6 FTE (An average of 21 hours per week)
Date:	December 2024
Main Purpose of post:	Working alongside colleagues to provide efficient and effective executive secretarial and administrative support to the Clerk, office-bearers and members of the Presbytery of Clyde, ensuring the smooth running of Presbytery's affairs.

MAIN DUTIES

RECORD KEEPING

- Maintain archive of the minutes of Presbytery
- Maintain and monitor Presbytery staff holidays

LOGISTICAL PROVISION

- Management of office hardware – computers, phones, copiers, franking machines
- Liaise with IT support at 121
- Acquisition and renewal of furnishings
- Monitor and order stationery and supplies

INFORMATION HANDLING

- Compile commissions to the General Assembly
- Registration of Ministries
- Support Safeguarding Trainers for courses
- Congregational Statistics
- In conjunction with the Local Churches Review Committee organise the Inspection of Records
- Monitor the return of Bona Fide Elder Forms and Committee forms
- Maintain Trustee List and Roll of Presbytery
- Update and maintain the Presbytery Information Management System

COMMITTEE MEETING SUPPORT

- Prepare the agenda and papers for the Business Committee, attend meetings, take and circulate minutes

PRESBYTERY MEETING SUPPORT

- Compilation of reports
- Send out citations and invitations
- Produce and distribute papers (electronic and printed)
- Attend and service Presbytery meetings
- Prepare the draft minutes, distribute a Summary of Action Points and send out extract Minutes.

FINANCE AND ACCOUNTING

- Make payments to suppliers/individuals for goods, services and expenses.
- Make payments to and receive withdrawals from COSIT
- Send out notices of Presbytery Dues as agreed by Presbytery and monitor their collection

- Bank reconciliations
- Process all income and expenditure figures into the book keeping system, Finance Controller (the software package provided by Data Developments)
- Prepare salary input forms and send to the Payroll Department of Church of Scotland Central Services to allow processing of monthly payroll
- Support the Treasurer in the preparation of the monthly, quarterly and annual accounts
- Support for the Independent Examiner review of annual accounts

OTHER ADMIN TASKS

- Act as first point of contact for general Presbytery enquiries, ensuring prompt, sensitive, confidential and accurate responses, passing enquiries to others as appropriate
- Book meeting spaces in the Presbytery Office
- To undertake such other duties as may be required from time to time

Person Specification:

	Essential	Desirable
Skills, abilities and knowledge		
Highly skilled administrator with demonstrable advanced level administration skills and experience	✓	
Knowledge and understanding of Church of Scotland structures (particularly at congregational and Presbytery levels) and experience of local congregational life		✓
Experience of office management at a senior level in a wide ranging busy role	✓	
Experience of carrying out personal assistance duties and responsibilities	✓	
A high degree of expertise and experience in the use of information technology applications, including Microsoft Office software and databases	✓	
Working knowledge of workplace policy and practices, e.g. data protection, health and safety, food hygiene and safeguarding	✓	
Experienced in production of accurate, professional and timely notes/minutes of meetings, including knowledge of version control methods	✓	
Sound organisational skills with ability to prioritise and be flexible as required.	✓	
Personal Qualities		
Sympathy with the structures, values and ethos of the Church of Scotland	✓	
Ability to manage and prioritise a varied workload on a day-to-day basis	✓	
Well-developed interpersonal skills, including the ability to explain, persuade and encourage	✓	
Excellent verbal and written communication skills, including experience of producing minutes	✓	
Experience of handling sensitive and confidential information in a professional way	✓	
Strong attention to detail	✓	
Flexibility and adaptability with the ability to use own initiative as appropriate	✓	
Proven ability to contribute to effective team working	✓	

Educational requirements		
Qualification in administration or similar, or can demonstrate significant, relevant and recent experience in this area.		✓

Terms and Conditions:

- The full time (35 hours per week) salary is £30,000 per annum and actual salary will be pro rata to 0.6 FTE. The part time salary for the role is £18,000 per annum.
- Average normal hours of work will be 21 per week. With the normal working pattern being 5 half days 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 with some evening work and occasional weekend.
- The post is based at Clyde Presbytery Office (until 28th February 2025 at Faith Avenue, Quarrier's Village, Bridge of Weir and thereafter at Oakshaw Trinity Wynd Centre, 6 School Wynd, Paisley (Close to Gilmour Street Station) with hybrid working available but there will be a requirement to attend Presbytery meeting in various locations within Clyde Presbytery.
- There are 5 weeks paid leave (105 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays. Entitlement increases after 5 years' service to 6 weeks (126 hours) annual paid leave.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage and allowance will be paid by the Employer.
- Computer equipment will be provided.
- The post offers access to the Church of Scotland Central Services Committee Defined Contributions pension scheme.
- 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 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 and personal statement will not be taken forward in the process. Each document should be a maximum of two sides of A4.

Informal enquiries: can be made to Robbie Hamilton, Presbytery Clerk by email RHamilton@churchofscotland.org.uk or by telephone 01505 615033

Closing Date: 12noon on Wednesday 29th January 2025

Interview Date: Wednesday, 5th February 2025 at The Wynd Centre, 6 School Wynd, Paisley (close to Paisley Gilmour Street Station)