



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Project Lead (Adults with Learning Difficulties and Autism) Presbytery of Perth
Responsible to:	This is a Presbytery Appointment and you will report to the Mission Committee. Line Management will be provided by the Convenor of the Mission Committee.
Date:	December 2024
Main Purpose of post:	To support local congregations in the Presbytery of Perth to become more accessible for adults with learning difficulties and autism and to develop new worshipping communities with adults who have learning difficulties and autism.

MAIN DUTIES

- To identify 2 congregations in the Presbytery to partner in the development of Ministry & Mission to those with learning difficulties and autism.
- To explore and develop a New Worshipping Community with those living with learning difficulties and autism.
- To be a point of contact for people across the Presbytery who are looking for advice and resources.
- To liaise with other organisations and people both within and outwith the Church of Scotland, who are working in this area and represent the Presbytery at meetings and events.

Person Specification: Project Lead (Adults with Learning Difficulties and Autism)

	Essential	Desirable
--	-----------	-----------

Skills, abilities and knowledge		
Knowledge and experience of working with adults who have learning difficulties and autism.	✓	
Understanding of the theology of disability.	✓	
Understanding of New Worshipping Communities	✓	
Excellent interpersonal skills for engaging a range of different people and including the ability to inspire and motivate others.	✓	
Experience of leading and developing a team of volunteers.	✓	
Experience of organising events, activities and meetings including planning.	✓	
A strategic thinker able to organise and prioritise work.	✓	
Good listening skills	✓	
Good IT skills e.g. Powerpoint presentations, social media, excel sheets, word, emails.	✓	
Good communication skills including written skills for reports and funding applications.	✓	
Ability to write and implement safe practices including the ability to write risk assessments.	✓	
Current Driving License and access to car		
Personal Qualities		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	✓	
Resilient and confident	✓	
Resourceful and able to self-motivate	✓	
Discretion when handling confidential or sensitive information and trustworthy.	✓	
Good time management skills and reliable	✓	
Approachable & Empathetic	✓	
Educational requirements		
Relevant professional qualifications to the post (SCQF level 9 and above).	✓	
Training in pioneering & mission		✓
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	✓	

Terms and Conditions: Project Lead (Adults with Learning Difficulties and Autism)

- Salary is £32,000 pro-rata.
- This is a part-time post, and normal hours of work will be 7 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 and include evening and weekend work.
- This Post is a fixed term 12-month appointment. Any extension will be subject to a review of the initiative and securing additional funding.
- The post is home based, with office space available at the Presbytery Office if required.
- There are 6 weeks paid leave (42 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.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the Congregation on a quarterly basis.
- 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.

Informal enquiries can be made to
Rev Grant Maclaughlan (Convenor of Mission Committee)
Telephone: 07507 710871
Email: Gmaclaughlan@churchofscotland.org.uk

To apply: Please submit an up to-date CV, including contact details of two referees, and a covering letter detailing how you meet the criteria in the person specification and why you are interested in the post. This should be emailed to the Convenor of the Mission Committee GMaclaughlan@churchofscotland.org.uk by the closing date.

Closing Date: Monday 06 January 2025.

Interview Date: During January 2025.