

Appointment of

CONGREGATIONAL SUPPORT WORKER -

Aberdeen North Parish Church, Presbytery of the North East and Northern Isles

Closing date - 12 noon Tuesday, 21 January 2025

Job Reference Number: M28/24

Responsible to: Parish Minister



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.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



About the Parish

Aberdeen North Parish came into existence in February 2021 with the union of the parishes of Northfield, Mastrick and Summerhill. In March 2023 Rev Fiona Lister was inducted into the charge as the first minister of the new union.

The area covered by the parish contains a diverse population. Much of it was originally constructed as a post-war housing estate in the 1950s, with expansions in the 1960s and 70s. Parts of the parish contain areas of disadvantage – some representing the 10% and 20% most deprived areas in Scotland (Scottish Index of Multiple Deprivation 2020). There are 9 primary schools, including a school for children with complex support needs, and Northfield Academy serves as secondary school for much of the area. The area also includes a large number of care homes and sheltered housing complexes.

We are very fortunate to have a number of denominations worshipping within the parish and are developing close connections particularly with the UF and Baptist churches as we share chaplaincy and prayer breakfasts, and develop new initiatives working in local schools.

Context of the role

The Presbytery Plan allocated one full-time Minister of Word and Sacrament and one full time MDS post; this post of Church and Community Worker was designed to support diversity and new initiatives, and nurture relationships within the parish and community, for the benefit of the whole parish, and was filled in January 2024.

The Presbytery plan also provided for a part-time MDS 0.5FTE post, and it was decided that the role should focus on supporting the congregation as it develops, complimenting the roles and skills of the minister and the Church and Community Worker; the Congregation Support Worker will therefore focus on supporting the development of relationships and managing communication to further the mission and vision of Aberdeen North, and on providing practical support as Aberdeen North develops facilities and resources to meet the needs of both the church and its community



Role description

Title of Post:

Congregational Support Worker

Responsible to:

This is a Ministries Council appointment although you will be responsible to the Parish Minister in the first instance.

Purpose of Post:

To support the existing Ministry Team, Kirk Session and congregation in developing internal and external relationships to further the mission and vision of Aberdeen North and to provide practical support as Aberdeen North redevelops its facilities and resources to meet the needs of the church and community.

Main Duties

- To support the Ministry Team in the development and creation of multimedia resources for worship and other activities which further the mission and vision of Aberdeen North:
 - developing and preparing orders of service for worship, PowerPoint slides, presentations, videos, online resources
 - preparing relevant rotas (welcome teams on door duty for worship and other events/activities, readings and sound desk as needed, preparing accommodation for bookings etc) so these support and complement worship and activities supporting our mission and vision.
- To manage communication with members of the congregation, the wider community and anyone visiting the church buildings, and to build and maintain relationships with those using the buildings as well as those locally with little or no church connection:
 - acting as a first and central point of contact and welcome
 - responding to general enquiries and signposting people as appropriate
 - ensuring noticeboards and information points are up to date and informative about all that Aberdeen North offers
 - welcoming, listening, confirming and clarifying how people can participate in activities at Aberdeen North.
- To support Kirk Session and its six Teams (sub-committees – Children, Families & Young People; Fellowship & Discipleship, Pastoral, Resources, Vision, Worship & Music) as and when required to carry out their allocated tasks, and particularly in planning for the redevelopment of the church buildings and resources:
 - setting up systems and administrative support for activities and services which ultimately enhance the life and work of the congregation
 - ensuring sound financial record-keeping and reporting as requested
 - organising, managing and overseeing accommodation bookings and lets and invoicing as necessary
 - ensuring all relevant licences are in place for current use & in preparation to meet future needs (CCLI, local authority etc)
- To ensure good quality communication of Aberdeen North's mission:
 - producing and arranging distribution of the newsletter to the congregation, local partners and community groups
 - maintaining the church website, Facebook & other social media;
 - ensuring the appropriate publicity and advertising of worship services and church activities
- To co-ordinate arrangements for the ongoing development of Aberdeen North's facilities and resources, and in preparation for the building redevelopment project;
 - producing and maintaining a church calendar (annual, monthly, weekly) of use by the congregational, associated groups and external bookings, in order to plan for & ensure the efficient use of buildings, resources & facilities
 - using current bookings & requests to identify future requirements
 - liaising with property users to explore future needs
 - feeding identified needs and wishes in to the design for the redevelopment of accommodation and facilities

- To engage, support and work alongside volunteers and the wider community, and our partner organisations in furthering our mission
- To work towards waste-reduction and sustainability across all Aberdeen North does, and to explore eco-congregation status
 - monitoring existing arrangements and identify new opportunities;
 - exploring external sources of advice and funding to enable sustainability;
 - exploring with congregation and other building users what is currently needed to achieve eco-congregation status and/or other external recognition
 - identifying with congregation and other building users the opportunities to ensure sustainability in the design for the redevelopment project

Other Duties

- To communicate with the Kirk Session and congregation, with information and vision for the work of the role
- To contribute fully to the Faith Nurture Forum staff review/ appraisal process.
- To undertake other reasonable duties as may be directed from time to time by the Parish Minister.



Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

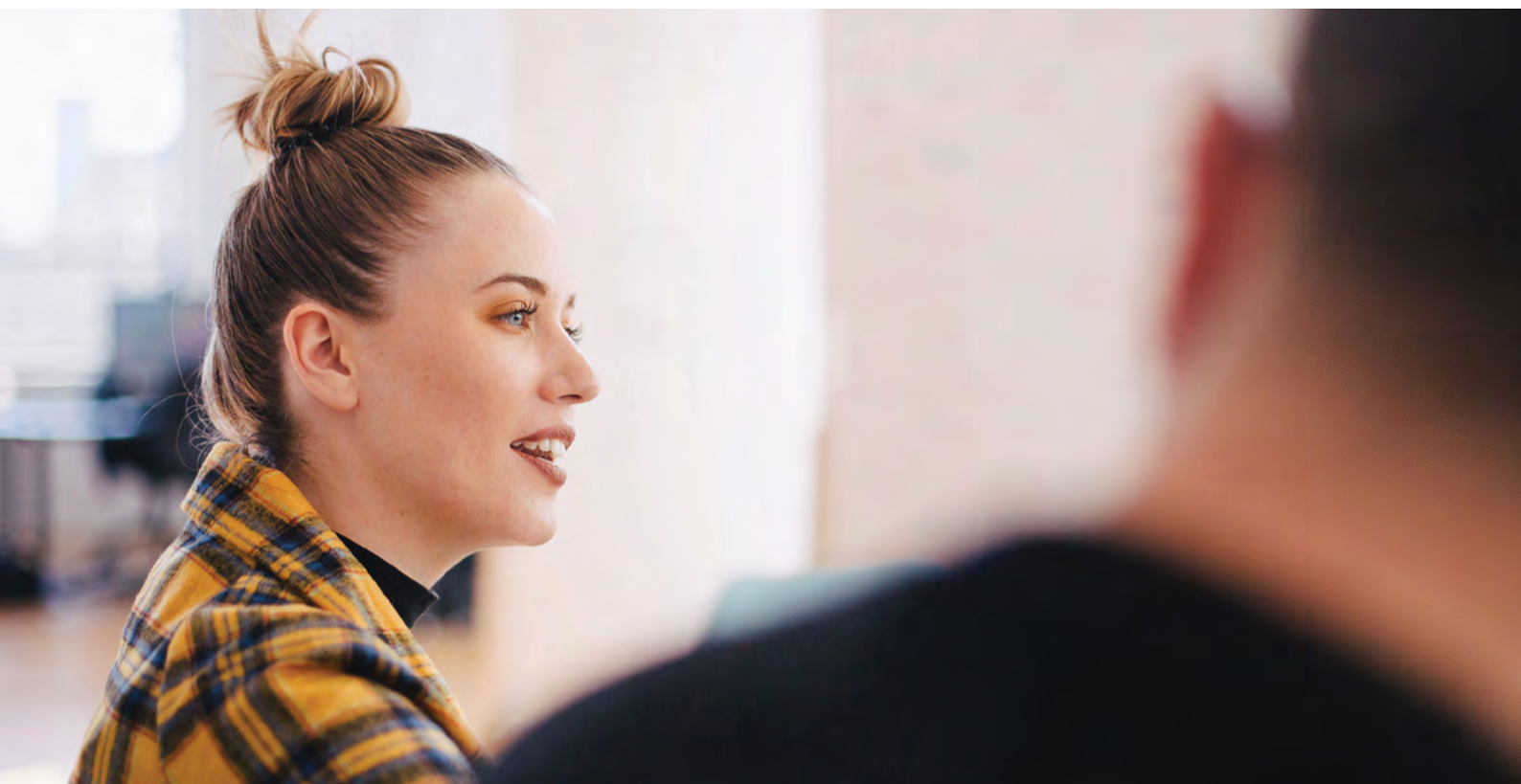
The successful candidate will have:

- Clear evidence of commitment to partnership working
- Ability to manage a busy workload while maintaining a calm and focused manner
- Demonstrable ability to establish and encourage good practice when working with and motivating volunteers, especially at times of change and transition
- Experience in using technology for effective communication in a range of ways and media
- Experience in using MS Office to establish and develop systems for efficient administration and communication
- Evidence of skills in planning and organisation, governance, record-keeping and report writing
- Demonstrable experience of different ways of working and trying new initiatives
- Ability to work collaboratively with colleagues and contribute to effective team-working
- Ability to work unsupervised and on own initiative
- Awareness of and commitment to upholding professional boundaries
- Highly developed interpersonal skills and ability to engage with people who have little or no church connection
- Qualification in a relevant subject OR significant, recent and relevant work or voluntary experience
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.

It is also desirable, however not essential that you have:

- Knowledge and understanding of the congregational life of the Church of Scotland

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS 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 & Conditions

- Salary is based on the MDS scale of £27,443 - £31,024 per annum. This is the full-time salary scale and actual salary will be pro rata to 0.5 FTE.
- Normal hours of work will be 18.75 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 is a permanent post.
- The post is based at Aberdeen North Parish Church, Greenfern Road, Aberdeen AB16 6TR
- There are five weeks paid leave (187.5 hours pro rata) 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 pro rata) 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.
- 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 applicant 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, and to arrange a visit of to the Church, please contact Rev Fiona Lister, Telephone: 07905 770259, Email: FLister@churchofscotland.org.uk

Interviews are scheduled to take place on 4 February 2025

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**