

CHURCH OF SCOTLAND

PRESBYTERY OF EDINBURGH AND WEST LOTHIAN

JOB DESCRIPTION

Title of the Post:	Presbytery Administrator (part-time 28 hours per week, worked over five days). The post is fixed-term, for a period of three years.
Responsible to :	Presbytery Clerk
Managing:	No staff management responsibility
Date:	November 2024
Main Purpose of the Post:	Working alongside colleagues to provide efficient and effective administrative support to the Clerk, Depute Clerk, office-bearers and members of the Presbytery of Edinburgh and West Lothian, ensuring the smooth running of Presbytery's affairs.

Context of Post

The Presbytery of Edinburgh and West Lothian is situated in East Central Scotland and covers an area of 574 sq km (222 square miles) and has a population of 726,100; the population of Edinburgh, the main city in the Presbytery, is forecast to double within the next three decades. There are currently 67 congregations; the Presbytery Mission Plan aims to reduce this number by the end of 2025.

The Presbytery was formed in January 2022 when the former Presbyteries of Edinburgh and West Lothian came together as part of the reform programme established by the General Assembly. It has a number of mission contexts ranging from the well-known streets of the centre of Edinburgh to the thriving light industry and rural farmlands of western West Lothian, from a busy tourist city to areas of multiple deprivation, from apparent wealth to all too evident poverty.

This role offers the opportunity to use your skills to 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. The postholder will work closely with the Presbytery Clerk and the Depute Clerk,

ensuring that meetings are arranged, that papers are prepared, that minutes are produced and that all actions are recorded and followed up. The postholder will also provide senior secretarial and administrative support to the Clerks and to appropriate Committee Conveners. Flexibility, creativity and a willingness to share and experiment will all be vital. High-level administrative experience and good IT skills are essential, as are excellent interpersonal and communication skills. Some evening working will be required. Flexible patterns of work may be available but there is a basic requirement to work Monday-Friday.

Main Duties

- prepare the agenda and arrange the timely circulation of papers for both regular and occasional special Presbytery meetings
- make all arrangements for in-person, online and hybrid meetings as appropriate, ensuring that the venue is appropriately set up and accessible
- liaise with congregations and individual guests due to appear at Presbytery
- ensure that a record of attendance is kept
- prepare minutes timeously for Presbytery and other meetings and arrange for signing and the safe retention of signed copies
- maintain the Presbytery Information Management System and general support for IT systems and equipment within the office
- circulate Extract Minutes as appropriate after meetings
- prepare the agenda and papers for the Business Committee, attend meetings, take and circulate minutes
- provide appropriate administrative support for Conveners of other Presbytery committees
- provide cover for duties of Presbytery Communications and Safeguarding Administrator in times of absence

Office management

- act as first point of contact for general Presbytery enquiries, ensuring prompt, sensitive, confidential and accurate responses, passing enquiries to others as appropriate
- archive all relevant material and arranging for the confidential disposal of other material on an annual basis
- liaise with the payroll providers, providing information and support as needed
- arrange the appointment of Commissioned and Equalising Elders
- assist with the organisation of the annual inspection of congregational records and accounts
- assist with the work of the Nomination Committee including the appointment of conveners and members
- arrange the appointment of Commissioners and Youth Representatives to General Assembly
- annually confirm with ministers their registration details, updating the records and submitting to the Registration of Ministries Committee

- cite congregations to attend Presbytery as directed by the Clerk

Secretarial support

- provide secretarial and senior administrative support for the Clerk and Depute Clerk of Presbytery, and to Committee Conveners, including advising on correspondence and Presbytery procedure
- assist with the management of the correspondence of the Clerk and Depute Clerk, particularly in any absences, ensuring that urgent matters are appropriately dealt with
- assist with diary management and arrangement of meetings for the Clerk and Depute Clerk

Any other appropriate duties as directed by the Clerk and Depute Clerk

Person Specification

The successful candidate(s) will possess an appropriate mix of the following skills and qualifications:

	Essential	Desirable
Skills, abilities and knowledge		
Knowledge of congregational and Presbytery structures and culture, and experience of local congregational life		√
Highly skilled administrator with demonstrable advanced level administration skills and experience	√	
Experience of office management at a senior level in a wide-ranging 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	√	
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	√	
Energy, creativity and calmness under pressure	√	
Education		
Qualification in administration or related subject		√

Terms and Conditions:

- The post is for a fixed period of three years from the date of appointment.
- The starting salary for the post is £29,033pa for full-time. The part-time salary will be calculated *pro rata* on that figure.
- The post requires 28 hours a week with some evening work and, more rarely, attendance at occasional weekend events. The actual hours will be subject to agreement between the postholder and the Presbytery Clerk but Monday-Friday working is a requirement.
- The postholder will be based in the Presbytery Office in Edinburgh (location to be confirmed) but there will be a requirement to attend occasional Presbytery meetings in various locations within Edinburgh and West Lothian.
- There are 30 days annual leave in each full holiday year that runs from 1 January to 31 December. There are also 9 days statutory holidays. The leave allowance is calculated *pro rata* for part-time appointments.
- 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 noon on Thursday Monday 9 December 2024.

Applications should comprise:

- a personal statement outlining how your skills, experience and personal qualities match the requirements of the role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. The statement should be no more than two sides of A4.
- a full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Applications without both a personal statement and a full CV will not be taken forward.

For informal enquiries about the role, please contact Dr Hazel Hastie, Presbytery Clerk on 07827 314374 or by email (hhastie@churchofscotland.org.uk). A conversation with the current postholder, Mrs Grace Mackay, can also be arranged.

The closing date is Monday 9 December 2024